



FIRST EDITION

GUIDE TO HEALTH AND SAFETY MANAGEMENT IN AGRICULTURE

SOUTH AFRICA



SIZA

SUSTAINABLE AGRICULTURE IN SOUTH AFRICA

Produced by The Sustainability Initiative of South Africa NPC

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Sunset behind orchard

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Sliced avocado

INTRODUCTION

The SIZA programme has been designed to ensure Ethical Trade and Environmental compliance from all suppliers in the South African agricultural industry. The goal is to have a commitment of continuous improvement of labour and environmental conditions on all farms, in a practical and comprehensive manner which has the potential to benefit businesses and positively impact hundreds of thousands of employees. As part of the improvement process, all SIZA members must comply with South African Health and Safety Standards and legislation at all times.

Legal obligations fall onto employers to ensure a safe and healthy workplace for employees and for anyone else who may visit the workplace. The law furthermore establishes significant rights for employees, as well as responsibilities to cooperate in appropriate behaviour to protect their wellbeing. The right of employees to work in a safe and healthy environment is enshrined in law. As such, it cannot be withdrawn or diluted by an employer.

The aim of this guide is to raise awareness of the legalities and responsibilities, as an employer and employee, so that a safe and healthy workplace can be enjoyed by all.



Tractor in the field

1.

LEGAL FRAMEWORK

Health and Safety in the workplace is guided primarily by the Occupational Health and Safety Act (85 of 1993). The purpose of the act is “to provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.” The Occupational Health and Safety Act is further supported by Subordinate legislation, Regulations and Codes of Practice, which gives practical guidelines regarding the management of health and safety in the workplace.

The following regulations are relevant to these guidelines:

Asbestos Regulations, 2001
Hazardous Biological Agent Regulations, 2001
Hazardous Chemical Substances Regulations, 1995
Lead regulations, 2001
Noise Induced Hearing Loss Regulations, 2003
Environmental Regulations for Workplaces, 1987
Facilities Regulations, 1990
General Administrative Regulations, 2003
General Safety Regulations, 1986
Electrical Installation Regulations, 2009
Electrical Machinery Regulations, 1988
Driven Machinery Regulations, 2015
General Machinery Regulations, 1988
Pressure Equipment Regulations, 2009
Construction Regulations, 2014
SANS10400 & SANS10401 Building Regulations
SANS10206: The handling, storage and disposal of pesticides
SANS1475: The production of reconditioned fire-fighting equipment
SANS10105: The use and control of fire-fighting equipment
SANS 241: Drinking Water

2. DEFINITIONS

Chain of command — a system in an organization by which instructions are passed from one person to another.

Emergency Action Plan — written document with the purpose of facilitating and organising employer and employee actions during workplace emergencies.

Emergency Assembly Point — designated safe areas in the workplace which are used during emergency situations for employees to assemble.

Hazard — any agent that has the potential to cause harm to people.

Hazard Identification and Risk Assessment — systematic and objective approach to assessing hazards and their associated risks.

Incident Investigation — process of reporting, tracking and investigating accidents or incidents in the workplace.

Personal Protective Equipment — any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazard.

Risk — the likelihood that a person may be harmed or suffer adverse health effects if exposed to a hazard.

Risk Matrix — a matrix that is used during risk assessment to define the level of risk by considering the category of probability or likelihood against the category of consequence severity.

Safe Work Procedure — documented procedure outlining the hazards, risks and associated control measures to be applied to ensure a task or activity is performed safely.

Ultimate Responsible Person — the most senior employee or owner taking responsibility for health and safety management in the workplace.

3.

ABBREVIATIONS

*OHS*A – Occupational Health and Safety Act 85 of 1993

PPE – Personal Protective Equipment

EAP – Emergency Action Plan

COC – Certificate of Compliance

HIRA – Hazard Identification and Risk Assessment

SANS – South African National Standard

SWP – Safe Work Procedure



Employees working in orchard

SECTION 1

HEALTH AND SAFETY MANAGEMENT SYSTEM

Health and Safety Management systems refer to policies, procedures and process controls that have been developed, implemented and regularly reviewed. This will support an organization with the effective implementation and management of Health and Safety in the workplace. The aim of the management system is to ensure that Health and Safety management in the workplace is documented, in line with legal requirements, industry norms and standards and general Health and safety principles.

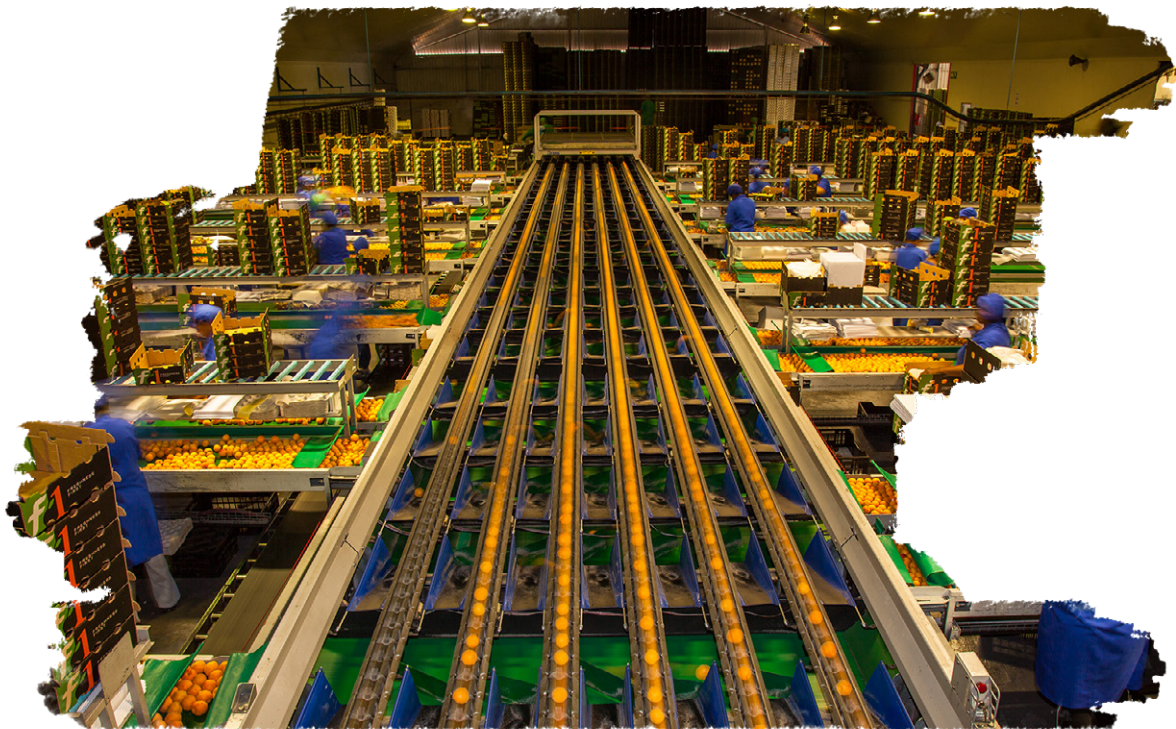


4.1 HEALTH AND SAFETY POLICY

Company policies give organizational direction regarding certain principles. The Health and Safety Policy establishes boundaries, guidelines and best practices related to Health and Safety in your business. It will further support the objectives, processes and programs in the workplace in order to reduce hazards, safeguard employees and promote their wellbeing.

A well-developed Health and Safety Policy:

- Describes the organisation
- Makes a commitment to comply with the OHS Act and related regulations
- Stipulates the importance of Health and Safety in the workplace
- Stipulates the responsibilities of the employer and employees and define accountability
- Is signed by the Chief Executive Officer or Ultimate Responsible Person
- Is reviewed at least annually
- Has a review date and version number
- Is displayed in the workplace.



Packhouse operations

4.2

HEALTH AND SAFETY RESPONSIBILITIES IN THE WORKPLACE

4.2.1 Ultimate Responsible Person (Chief Executive Officer/Owner)

It is the duty of the employer to provide and maintain a safe, healthy working environment that is without risk to employees and other persons. In order to ensure that Health and Safety management systems are developed and implemented, an employer must designate in writing a person who will be ultimately responsible for the management and control of Health and Safety in the business. Under section 16.1 of the OHSA, the term "Chief Executive Officer" is used to describe who the ultimate responsible person is. It would require this person to be committed to the OHSA and protection of employees, visitors etc. as prescribed in the act. Not all farming businesses may have this type of organizational structure, however, the intention of the OHSA is to ensure that businesses regardless of organizational structure, delegate the overall responsibility for Health and Safety in the workplace to employees with the required authority and seniority within the organization. This person must have executive authority and must be able to make decisions and take necessary actions to ensure that Health and Safety is managed appropriately within the workplace (e.g. CEO, Owner, Managing Directors etc.). Such a designated person would normally be appointed as per OHSA Section 16.2.

4.2.2 Responsibilities of Employers to Employees

It is the responsibility of employers to ensure that:

- A safe working environment is provided which is safe and without risk to the Health and Safety of employees.
- The working environment is managed and operated in a safe manner all year round.
- Equipment, machinery and systems of work is provided and maintained in order to limit exposure to Health & Safety Risks.
- Hazards or potential hazards to the safety of employees is eliminated or mitigated before resorting to personal protective equipment.
- Arrangements (related to production, processing, use, handling, storage or transport of articles or substances) are made, which will ensure the health and safety of employees.

- Hazards to the Health and Safety of employees are identified in the workplace and that precautionary measures shall be established to eliminate or mitigate the hazards.
- The necessary resources are available and provided to eliminate or mitigate the hazards.
- Duty to inform employees and made them conversant of hazards and risks in the workplace (Sec 13).
- Adequate information, instructions, training and supervision is provided.
- No employee is permitted or required to conduct any task or activity if the required precautionary measures are not in place.
- Measures are taken and enforced on employees or any other person under the employer's control to comply with the OHSA.
- All work is performed, and that equipment and machinery is used under the general supervision of a person trained to understand the hazards associated with such work. This person should also have the authority to implement precautionary measures.
- Employees are informed regarding the scope of their authority as contemplated in section 37(1)(b) of the OHSA.
- No deductions are made from employees' remuneration for anything that the OHSA requires the employer to provide to employees in the interest of Health and Safety.
- A copy of the Occupational Health and Safety Act and the Summary of Health and Safety Regulations is displayed in the workplace (if more than 5 employees).

4.2.3 Responsibilities of Employers to Other Persons

Apart from being responsible for the Health and Safety of employees, employers also have responsibilities towards any other person who is not an employee (visitors, contractors and any other person that may be affected by the employer's business operations).

It is the responsibility of employers to ensure that:

- Business operations is carried out in a way that do not expose any other person to hazards identified in the workplace.

4.2.4 Responsibilities of Employees

The effective management of Health and Safety in the workplace is a collective effort between the employer and the employee. The OHSA section 14 stipulates the employee responsibilities.

It is the responsibility of the employee to ensure that:

- Reasonable care is taken for their own Health and Safety and the Health and Safety of any other person who may be affected by their acts or omissions.

- They co-operate with the employer with regards to the duties or requirements imposed on the employer by the OHSA.
- They carry out any lawful instruction given to them and obey the Health and Safety rules and procedures established and implemented by the employer.
- They report any unsafe and unhealthy situations that are identified in the workplace to the employer or the workplace Health and Safety representative as quickly as possible.
- They report all Health and Safety accidents and incidents to the employer, anyone authorized thereto by the employer, or to the workplace Health and Safety representative as soon as possible by no later than the end of the particular shift during which the incident occurred, unless the circumstances are such that the reporting of the incident is not possible, in which case the employee must report the incident as soon as possible thereafter.
- They do not interfere, damage or misuse anything which is provided by the employer in the interest of Health and Safety.

4.2.5 Health and Safety Representatives (H&S Section 17.1 Appointed Person)

The role and functions played by Health and Safety Representatives can be valuable to all employers. Health and Safety Representatives have various Health and Safety responsibilities, which if carried out properly in line with legal requirements, shall assist the employer in providing and maintaining a healthy and safe workplace. The OHSA stipulates requirements with regards to the election, designation and functions of Health and Safety Representatives. Furthermore, where employers have two or more Health and Safety Representatives in the workplace, requirements relating to the establishment and role of the Health and Safety Committee is provided.

4.2.5.1 Designation of Health and Safety Representatives

Employers who have more than 20 employees in their employment at any workplace, shall, within four months after commencing business, or from such time as the number of employees exceeds 20 employees, designate in writing for a specified period a Health and Safety representative for such a workplace. The law further states that an employer shall have at least one Health and Safety representative for every 50 employees (e.g. 51 employees requires two Health and Safety representatives). Only employees employed in a full-time capacity (permanently), shall be eligible for designation as a Health and Safety representative. It is also important that the designated person is acquainted with the conditions and activities of the workplace or section thereof.

Note: It is important to note that the OHSA does not distinguish between different types of employment e.g. permanent and seasonal employment. Therefore, the total workforce must be taken into consideration when determining the ratio of Health and Safety representatives to employees – include all employee types.

Action Point: Each Health and Safety representative must be designated in writing for a specified period. The appointment letter (the Section 17.1 Health and Safety Representative Appointment Letter) should contain the following information:

- Date of Appointment
- Name and Surname of the Health and Safety Representative
- Area of responsibility
- Period for which appointed (from date to date)
- Duties as stipulated in Section 18 of the OHSA
- Signed by the employer (signed by the 16.1 CEO/Ultimate responsible person or the 16.2 Assistant CEO/Designated ultimate responsible person)
- Signed by the Health and Safety representative.

4.2.5.2 Election of Health and Safety Representatives

Employers and worker representatives (Worker Committee, Workplace Committee, Elected Worker Representatives, Trade Union Representatives) shall consult in good faith regarding the arrangements and procedures for the nomination or election, period of office and subsequent designation of Health and Safety representatives. Where there is no such representative, consultation is directly with the employees regarding the process of nominations.

Note: Employers are not allowed to simply designate Health and Safety representatives without consulting with the workforce. Documented evidence should be kept for the consultation process.

Action Point: Records of the consultation process (election procedure) must include any of the following:

- Minute of meetings
- Collective Bargaining Agreement (applicable in the case of Trade Unions)
- Election records.

4.2.5.3 Functions of Health and Safety Representatives

The OHSA stipulates that Health and Safety representatives may perform functions in respect of the workplace or sections of the workplace for which they have been designated.

Functions of Health and Safety representatives are:

- To review the effectiveness of Health and Safety measures.
- To identify potential hazards.
- To identify potential incidents at the workplace.

- To examine the causes of accidents/incidents at the workplace.
- To investigate complaints by any employee relating to Health and Safety.
- To make representations to the employer or a Health and Safety committee on matters arising from the above, or where such representations are unsuccessful, to an inspector.
- To make representations to the employer on general matters affecting the health or safety of the employees at the workplace.
- To inspect the workplace, including any article, substance, plant, machinery or Health and Safety equipment at that workplace with a view to the Health and Safety of employees, at such intervals as may be agreed upon with the employer.
- To participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace.
- To receive information from inspectors as contemplated in section 36 of the OHSA.
- To attend meetings of the Health and Safety committee of which the Health and Safety representative is a member, in connection with any of the above functions.

4.2.5.4 Workplace rights of Health and Safety representatives are:

- To visit and inspect (when needed) the site of an accident/incident at all reasonable times.
- To attend any investigation or formal inquiry held in terms of the OHSA.
- To inspect any document which the employer is required to keep in terms of the OHSA.
- To accompany an inspector on any inspection.
- To, with the approval of the employer (whose approval shall not be unreasonably withheld), be accompanied by a technical adviser, on any inspection.
- To participate in any internal Health and Safety audit.

Note: It is the responsibility of the employer to ensure that all Health and Safety representatives are provided with facilities, assistance and training which the Health and Safety representative may require ensuring the carrying out of their functions. The Health and Safety representative shall also not incur any civil liability by reason of the fact that they failed to do anything which they may do or are required to do in terms of the OHSA.

4.3

HEALTH AND SAFETY COMMITTEES

The OHSA under section 18, requires the employer to establish one or more Health and Safety committees where there are two or more Health and Safety representatives. The employer consults with the Health and Safety committee regarding the initiating, developing, promoting, maintaining and reviewing of measures to ensure the Health and Safety of employees in the workplace.

4.3.1 Members of the Committee

All Health and Safety representatives shall automatically be members of the Health and Safety Committee. Employers may nominate any other person to be a member of the committee, provided that such person is designated in writing and that the number of persons nominated by the employer does not exceed the number of Health and Safety representatives active on the committee.

4.3.2 Committee Meetings

The Health and Safety committee shall conduct meetings as often as may be necessary, but should have meetings at least every three months. The time and place for the committee meetings must be determined by the committee. The meeting procedures to be followed during the Health and Safety committee must also be determined by the committee.

4.3.3 Role and Function of the Committee

The Health and Safety committee has the following role and function in the workplace:

- To make recommendations to the employer regarding matters affecting the Health and Safety of employees at the workplace.
- To discuss any incident at the workplace where an employee sustained an injury, became ill or died. The committee may also report such incidents to inspectors.
- To keep records of recommendations made to the employer and reports made to an inspector.

Note: The health and safety committee or any member of such committee shall not incur civil liability for failing to do anything which the committee or the member is required to do in terms of the OHSA. It is the responsibility of the employer to ensure that the Health and Safety committee have meetings at least every three months and that the committee performs its duties as prescribed by the OHSA.

4.4

INCIDENT INVESTIGATION AND REPORTING

Incidents and accidents are events that are to be managed by businesses, and are not always unavoidable. Reacting quickly to the incident with a planned procedure and actions demonstrates the company's commitment to safety. It is required to collect information to fulfil an incident investigation's ultimate purpose—to prevent future or similar incidents. The investigation process begins after arranging for first aid or medical treatment for the injured person(s). When conducting the investigation, make sure that everyone understands that the investigation is to learn and prevent, not find fault.

Steps of the investigation process include:

Step 1 - Assemble the investigation team

- Senior Management
- Health and Safety Representative(s)
- Supervisor(s)
- Any technical experts needed.

Step 2 - Secure the area where the injury occurred and preserve the work area as it is.

Step 3 - Identify and interview witnesses to the injury event.

Step 4 - Interview the involved worker if possible.

Step 5 - Document the scene of the injury through photos or videos.

Step 6 - Complete the investigation report, Annexure 1, which includes a determination of what caused the incident and what corrective actions will prevent future incidents.

Step 7 - Use results to improve the injury and illness prevention programme to better identify and control hazards before they result in incidents.

Step 8 - Ensure follow-up on completion of corrective actions.

SECTION 1 HEALTH AND SAFETY MANAGEMENT SYSTEMS

A formal incident investigation should take place if:

- Deemed necessary by management or Health and Safety representatives
- Any person:
 - Dies
 - Becomes unconscious
 - Suffers the loss of a limb or part of a limb; or
 - Is otherwise injured or becomes ill to such a degree that he is likely either to die; or
 - Suffer a permanent physical defect; or
 - Is likely to be unable for a period of at least 14 days either to work or to continue with the activity for which he was employed or is usually employed.
- The following incidents endanger the health and safety of any person in cases
 - Where a dangerous substance was spilled
 - Where the uncontrolled release of any substance under pressure took place
 - Where machinery or any part thereof fractured or failed resulting in flying, falling or uncontrolled moving objects; or
 - Where machinery ran out of control.

In addition to the above reportable incidents, the Annexure 1 form (available from www.labour.gov.za) is also required for incidents that require medical treatment more than basic first aid.



Warning signage

4.5

HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)

The law requires that employers must identify the hazards and risks to the Health and Safety of employees in the workplace and that precautionary measures or controls are established to ensure such hazards are eliminated or mitigated. The process of ensuring that hazards and risks are identified in the workplace is achieved by conducting a Health and Safety Risk Assessment.

The term "Health and Safety Risk Assessment" is used to describe the systematic process and method whereby hazards are identified, and risks assessed in the workplace. The risk assessment is used to document information regarding the potential hazards, the risk level associated with the potential hazard and to establish control measures which should be implemented to eliminate or mitigate the hazard.

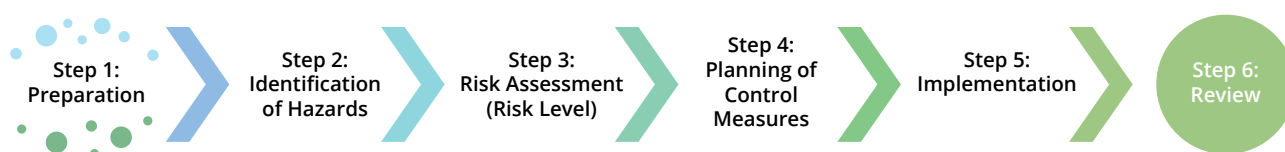
It is very important to include the whole business and be sure to identify all types of workers and visitors (e.g. pregnant employees).

There are various methods that employers can use to conduct a Health and Safety Risk Assessment, but the basic output of the process will provide the employer with the following information:

- What hazards are present in the workplace?
- Who may be harmed by these hazards?
- What risk does the hazard pose to employees?
- What should be done to control the hazard and risks?
- Who is responsible for implementing the control measures?

4.5.1 The Hazard identification and Risk Assessment (HIRA) Process

Hazard identification and Risk Assessment Process consist of six basic steps:



SECTION 1

HEALTH AND SAFETY MANAGEMENT SYSTEMS



Step 1 - Preparation entails the establishment of a risk assessment team who will be responsible for gathering information, provide valuable input and assist the employer in the implementation of control measures and future reviews of effectiveness of controls. The risk assessment team must consist of the following individuals:

- Responsible manager
- Health and Safety Representatives
- Health and Safety Committee

The risk assessment team may also consist of the following additional individuals that consult with the above-mentioned team members:

- Supervisors
- Technical staff
- Consultants
- Drivers, machine operators, general employees
- Any other person with specific knowledge of any task, activity or job function which will be able to provide valuable input.

The risk assessment team will:

- Conduct site inspections focusing specifically on potential hazards
- Determine current precautionary measures
- Determine the effectiveness of current precautionary measures
- Determine what safety equipment is in place and what should be put in place
- Determine what Safe Work Procedures (SWP) should be developed and implemented
- Have discussions with general employees to gather information and valuable input regarding Health and Safety concerns.

Step 2 - The risk assessment team identifies potential hazards by means of conducting a site inspection(s) specifically focusing on potential hazards (dangerous equipment, work methods, buildings, machinery etc.) currently present in the workplace. Members of the risk assessment team should not ignore any potential hazard or think that the potential risk of such hazard is insignificant in any way. The team should take all the information gathered during the site inspection(s) and compile a list with brief descriptions of each potential hazard. Through discussions, the risk assessment team will be able to properly understand what each potential hazard is and further classify the hazard types into biological, chemical, physical, safety, ergonomic, and psychosocial.

Classification of hazards:

- Biological: Viruses, bacteria, insects, animals, mould, blood, harmful plants, sewage, dust etc.
- Chemical: Any chemical either in powder or liquid form that can cause harm. E.g. Herbicides, pesticides, cleaning chemicals etc.

SECTION 1

HEALTH AND SAFETY MANAGEMENT SYSTEMS

- **Physical:** Environmental factors that can cause harm to employees. E.g. Heights, noise, radiation, pressure, vibration etc.
- **Safety:** Hazards that create unsafe working conditions: E.g. Unsafe work practices, poor housekeeping, exposed electrical wires etc.
- **Ergonomic:** Hazards that can cause musculoskeletal injuries. E.g. Poor workstation layout, poor posture, incorrect lifting methods etc.
- **Psychosocial:** Hazards that may have adverse effect on employee's mental health. E.g. sexual harassment, victimization, stress, violence, abuse etc.

Step 3 - Following the identification of all the potential hazards, the risk level of each of the hazards must be established. The team must determine what the risks to the Health and Safety of employees are when exposed to potential hazards. The risk level of hazards differs based on the impact it may have on the Health and Safety of employees. Risks are classified into four categories determined on the likelihood that the hazard will result in harm to employees and what the severity of the consequences will be if employees are exposed to the hazard. The four categories are Extreme Risk, High Risk, Medium Risk and Low Risk. The risk assessment team should use a risk matrix to help determine the risk level.

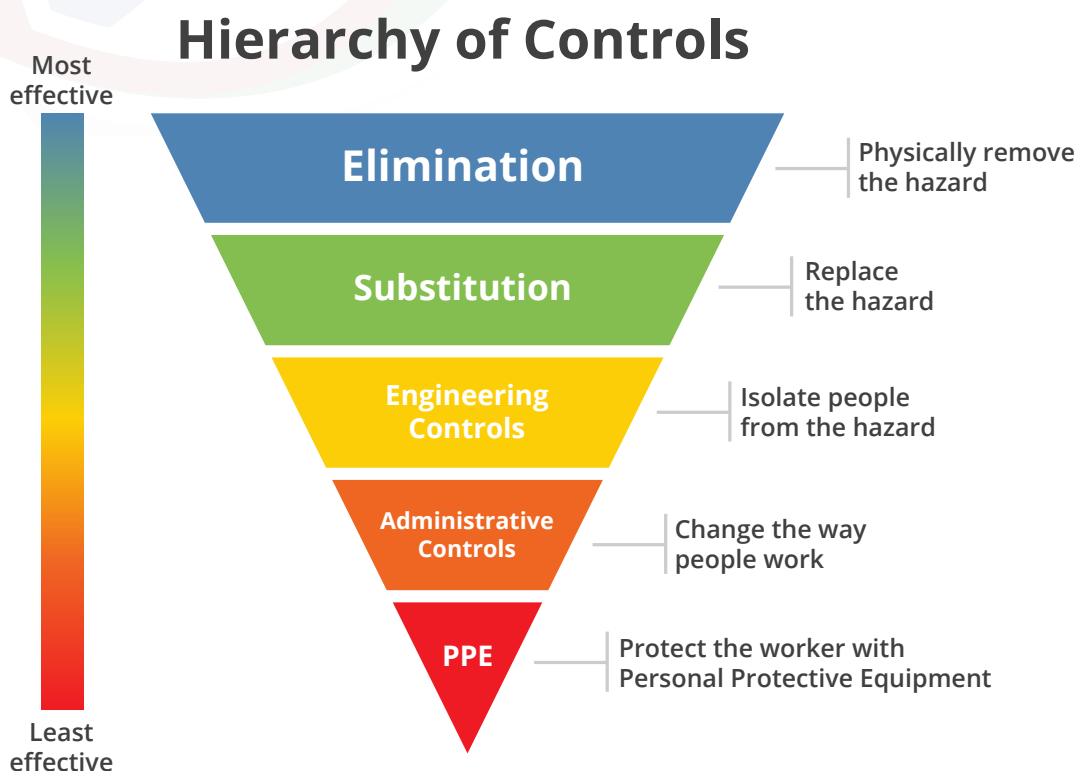
Risk Matrix:

RISK MATRIX		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		A	B	C	D	E
Almost Certain	5	HIGH (H)	HIGH (H)	EXTREME (E)	EXTREME (E)	EXTREME (E)
Likely	4	MEDIUM (M)	HIGH (H)	HIGH (H)	EXTREME (E)	EXTREME (E)
Possible	3	LOW (L)	MEDIUM (M)	HIGH (H)	EXTREME (E)	EXTREME (E)
Unlikely	2	LOW (L)	LOW (L)	MEDIUM (M)	HIGH (H)	EXTREME (E)
Rare	1	LOW (L)	LOW (L)	MEDIUM (M)	HIGH (H)	HIGH (H)
Likelihood		Consequence				
Almost Certain	Expected to occur in most circumstances	Insignificant	No significant risk of injury			
Likely	Will probably occur in most circumstances	Minor	Potential for minor injury e.g. first aid			
Possible	Might happen, occurrence would not be unusual	Moderate	Potential for moderate injuries e.g. medical			
Unlikely	Could occur (during a specified period) but unlikely	Major	Potential for severe injury e.g. incapacity, loss of			
Rare	May only occur in exceptional circumstances	Catastrophic	Likely to result in death			

Step 3 - After the identification of hazards and determining the level of risk, the risk assessment team is tasked with determining control measures which should be implemented in the workplace to eliminate or mitigate hazards. There are generally five categories of control measures which can be used to eliminate or mitigate risks: Elimination, Substitution, Engineering Controls, Administrative Controls and Personal Protective Equipment (PPE).

- **Elimination Controls:** When the level of risk is extreme, complete removal of the hazard is necessary.
- **Substitution Controls:** When possible, use safer alternative to the hazardous chemical, material, equipment, work method etc.

- **Engineering Controls:** Physical barriers or changes to the workplace designed to protect workers from hazardous conditions by introducing a barrier between the worker and the hazard, e.g. welding screens in workshops, safety guards and covers etc.
- **Administrative Controls:** Development and implementation of procedures, policies, safety rules, supervision, schedules and training.
- **PPE:** Least effective control measure (does not reduce the hazard or guarantee permanent or total protection for workers)—safety glasses, face shields, safety boots, overalls, safety gloves, leather aprons etc.



Step 5 - The next step will be for the relevant senior manager(s) to review and approve the documented Health and Safety Risk Assessment. Once the approval has been obtained, the risk assessment team should commence with the implementation of control measures. Employees should be informed of all the hazards and risks in the workplace and training should be provided to employees to ensure that all control measures are effectively understood and implemented.

Step 6 - HIRA is an ongoing process. It is essential that the Health and Safety Risk Assessment is regularly reviewed, at least once a year, to ensure that any changes related to facilities, work methods and procedures are incorporated in the risk assessment. Any changes that bring about new hazards and risks to the Health and Safety of employees must be updated on the risk assessment and employees must be informed about the new hazards and risk to their Health and Safety and what new control measures must be implemented.

4.5.2 The Health and Safety Risk Assessment Document

The following information should be stipulated on the Risk Assessment:

- Name of the Risk Assessment
- Date of assessment (Revision date)
- Revision number
- Details of the person/s who conducted the assessment
- Signature of the person/s who conducted the assessment
- Details of the responsible manager
- Signature of responsible manager
- Identified Hazards
- Description of Risk
- Control Measures implemented
- Risk matrix used to identify the risk category (refer to step 3).

Below is an example of a layout for a risk assessment document that could be used in the workplace:

Health and Safety Risk Assessment Date: 12/12/2019 Revision Number: 001 Risk Assessor's Name: John Johnson Signature: _____					Responsible Senior Manager: _____ Approval Signature: _____ Approval Health and Safety Committee: _____				
Hazard Identified	Risk description: Who may be harmed and why	Pre-Control Risk Level			Control Measures	Post-Control Risk Level			Responsible Person
		L	C	Risk		L	C	Risk	
Manual Handling: - Lifting heavy and uneven objects	Employees: - Risk of back injuries, sprains and strains due to handling and lifting heavy and uneven objects	4	C	H	Substitution Control: - Employees to use forklift when heavy loads and objects needs to be lifted or moved. Administrative Control: - All employees to undergo "Safe Manual Handling" training to ensure that correct lifting methods are used when lifting objects.	4	A	M	All Employees

4.6

HEALTH AND SAFETY TRAINING

Employers are legally obligated to inform all employees regarding hazards to their Health and Safety in the workplace. Employees are informed about the occupational hazards by means of training. Training in the workplace should be a priority for the employer as the success of the Health and Safety management program relies on employees to follow the guidelines established by the employer. Informing employees entails the training of employees in line with a training programme. In order to establish a proper training programme, employers must ensure that the employee is fully aware of all workplace hazards and the associated risks identified in the Health and Safety Risk assessment. The risk assessment will provide the employer with the required information to make informed decisions regarding how the training programme should be structured in the workplace.

The basic types of training to be provided in the workplace:

4.6.1 Training for OHS Responsible Persons

Persons tasked with specific Health and Safety duties must have the required Health and Safety knowledge to effectively perform the tasks and functions as prescribed by the OHSA.

- Health and Safety for Managers (CEOs or Ultimate Responsible Person and Managers)
- Health and Safety Representative Training.

4.6.2 Competency training

Competent employees support management in the goal of a safe workplace. Approved training service providers conduct training at a pre-determined interval in line with legislation and best practices. Approved Training service providers should at all times issue the business with proof of competency (certificates).

Legally Required

- First Aid Training (First Aiders) (minimum Level 1)
- Lifting Machine Training (Forklift operators or any other lifting machine as defined by the Driven Machinery Regulations)

Task-specific training as identified in the Health and safety risk assessment

- Safe Handling of Chemicals Training (Any handler of hazardous chemical substances)
- Fire officer
- Emergency coordinator
- Any other applicable training.

4.6.3 General OHS induction Training

General Health and Safety induction training may include the following:

- Health and Safety Policy
- General Health and Safety rules
- Introduction to Health and Safety representatives and first aiders
- Accident and Emergency procedures (including reporting of incidents and accidents)
- Emergency Action Procedures
- Fire Preparedness and Response
- First Aid procedures and related details
- General Health and Safety hazards and control measures (correct use of Personal Protective Equipment, manual handling, hazardous substances, working with hand tools and ladders, pedestrian and road traffic safety, general personal health and hygiene etc.).

4.6.4 Work Specific Training

Work specific training is where an employee is required to take additional precautions which are not already covered in the above-mentioned training programs.

This may include:

- Safe Work Procedures (as determined by the Risk Assessment)
- Working at heights
- Working in confined spaces
- Working with Power Tools and Equipment
- Stacking and Storage Practices
- Any other workplace specific tasks or activities.



Employee sorting fruit

4.7

FIRST AID AND FIRST AIDERS

The provision of first aid equipment and first aiders in the workplace is an OHSA requirement. It is further the responsibility of the employer to take necessary steps to ensure that injured employees receive prompt first aid treatment in case of injury or emergency.

When a business employs more than 10 employees, the employer needs to appoint a first aider. This is a compulsory legal appointment and the first aider should be readily available during normal working hours. The law further states that an employer shall have at least one First Aider for every 50 employees (e.g. 51 employees requires two First Aiders).

The first aider should be in possession of a valid first aid certificate, issued by a person or organization approved by the chief inspector for this purpose.

Where pesticides, hazardous chemical substances or hazardous biological agents are used, handled, processed, or manufactured, the first aid worker should be trained in the first aid procedures that are necessary for the treatment of injuries that may result from such activities. The regulation states that first aid facilities must be provided where more than five employees are employed at a workplace. First aid boxes should be made available in a prominent workplace adequately indicated by first aid location signage. Additional areas for first aid may be identified through the Health & Safety Risk Assessment and may normally include:

- Office
- Chemical Storage facilities
- Field work
- Packhouses/Processing facilities
- Communal worker accommodation.

Regular inspections should be conducted on the first aid boxes to ensure that the minimum content is available, as prescribed by the OHSA General Safety Regulation 1031.

4.7.1 Minimum contents of a First Aid Box

<i>Item 1</i>	Wound cleaner/antiseptic (100ml)
<i>Item 2</i>	Swabs for cleaning wounds
<i>Item 3</i>	Cotton wool for padding (100g)
<i>Item 4</i>	Sterile gauze (minimum quantity 10)
<i>Item 5</i>	1 pair of forceps (for splinters)
<i>Item 6</i>	1 pair of scissors (minimum size 100mm)
<i>Item 7</i>	1 set of safety pins
<i>Item 8</i>	4 triangular bandages
<i>Item 9</i>	4 roller bandages (75mm x 5m)
<i>Item 10</i>	4 roller bandages (100mm x 5m)
<i>Item 11</i>	1 roll of elastic adhesive (25mm x 3m)
<i>Item 12</i>	1 Non-allergenic adhesive strip (25mm x 3m)
<i>Item 13</i>	1 Packet of adhesive dressing strips (minimum quantity 10 assorted sizes)
<i>Item 14</i>	4 First aid dressings (75mm x 100mm)
<i>Item 15</i>	4 First aid dressings (150mm x 200mm)
<i>Item 16</i>	2 Straight splints
<i>Item 17</i>	2 Pairs large and 2 pairs medium disposable latex gloves
<i>Item 18</i>	2 CPR mouth pieces or similar devices

SECTION 2

HEALTH AND SAFETY SITE MANAGEMENT

5.1 FROM THE OFFICE

5.1.1 Hazard Description

Administrative and organizational support plays a key role in the effective management of Health and Safety in the workplace. It is from the office that direction and guidance is provided, policies and procedures developed, and resources made available to effectively manage Health and Safety in the workplace. The lack of administrative and organizational support can lead to a hazardous working environment and may cause risk to the Health and Safety of employees.

5.1.2 Management System Requirements

Persons tasked with specific Health and Safety duties must have the required Health and Safety knowledge to effectively perform the tasks and functions as prescribed by the OHSA.

- OHS Policy
- Health and Safety Organizational Chart
- Competent Managers and Representatives
- Hazard Identification and Risk Assessments
- Safe Work Procedures
- Training Schedules and programmes
- Incident Investigations (Annexure 1)
- COIDA letter of good standing.

5.1.3 Potential Hazard

5.1.4 Control Measures

<i>No/Unplanned control measures</i>	Implement controls/monitoring activities for all identified hazards
<i>No Hazard Identification and Risk Assessment</i>	Annually implement, review and update a comprehensive Hazard Identification and Risk Assessment
<i>No OHS Management system</i>	Formally introduce an OHS Management system that include: • OHS Policy • Procedures • Risk Assessments • Control forms/Inspection Checklists • Training
<i>No corrective actions on Hazard identification</i>	• Ensure that identified hazards are adequately addressed by implementation of corrective actions/control measures to reduce the risk to the Health and Safety of employees • Review resources available to implement corrective actions
<i>No post incident/accident investigations</i>	• Investigate incidents/accidents in line with legal requirements and implement corrective actions • Review roles and functions of the Health and Safety Committee • Train management on the roles and functions of employer
<i>No consultation with employees</i>	• Have annual review meetings with all workers and quarterly meetings with Workplace Representatives and Health and Safety Committee • Review management communication policy

SECTION 2

HEALTH AND SAFETY SITE MANAGEMENT

Incompetent Managers, Supervisors and employees

- Train Management and Supervisors in the roles and responsibilities as key personnel for management of Health and Safety in the workplace
- Train general employees in basic Health and Safety induction training annually

No Delegation of Responsibilities

- Designate OHS roles and responsibilities as per OHSA requirements

Poor recordkeeping

- Keep records as per legal requirements of all control activities, incidents and accidents related to Health and Safety in the workplace

Not registered with COIDA

- Register with COIDA and keep updated records of letter of good standing as proof that the Workman's Compensation Fund (COWF) will assist in paying for any work-related injuries or harm to your employees



Mountain landscape

5.2

BUILDINGS AND GENERAL STORAGE AREAS

5.2.1 Hazard Description

Substandard buildings and storage areas may be dangerous to the Health and Safety of employees. Buildings that have not been purposefully designed, or storage areas and buildings that are not maintained in the prescribed manner may contribute to a hazardous workplace. Buildings and storage areas such as tractor sheds, equipment storage areas, staff facilities etc. all have unique hazards, and the level of risk associated with these hazards depends on the size, purpose and location of these buildings or storage areas.

5.2.2 Management System Requirements

- Hazard Identification and Risk Assessments
- Records of Legal documents such as construction permits, storage permits and COCs
- Inspection checklists and records
- Maintenance plans and records.

5.2.3 Potential Hazard

Electrical Shock

5.2.4 Control Measures

- COC for electrical installations from an approved service provider
- Maintenance on electrical installations conducted by competent technician
- Regular inspection of installations for exposed electrical wires or any other defects and unsafe conditions
- Inventory of all installations and service history
- Purpose fit installations
- Secured electrical distribution boards

Tripping/Slips/Falls

- “Clean as you go” culture
- Ensure that no items are left on the floor after use
- Demarcate walking aisles, pathways or walkways clearly and where possible, no items should be left on the floor
- Robust and level floor construction
- Demarcate hazards or cover floor openings
- Provide railings where needed
- Establish safe walkways

Fire

- Ensure adequate fire fighting equipment is readily available, in good condition and serviced by a SABS approved service provider
- Emergency Escape Plans (EAP) communicated to workers
- Use of non-combustible building materials
- Store combustible materials securely away from ignition sources

Environmental Conditions e.g. Cold/Warm

- Ensure adequate natural ventilation is available in buildings
- Implement mechanical ventilation if required

Asbestos

- Develop and implement asbestos policy
- Keep updated asbestos register indicating the location and condition of all asbestos containing material (roof sheets, panelling and pipes)
- Develop Asbestos Safe Work Procedure (SWP) and train workers
- Develop and implement Asbestos Maintenance Plan
- Use competent and approved Asbestos contractor

Poor personal hygiene

- Provide adequate toilets and hand washing facilities with access to clean water, soap and hand towels to employees (National Building Regulations).

Structural deficiencies

- Conduct regular inspections to determine structural integrity of buildings
- Develop and implement maintenance plan with regular monitoring activities to determine progress of maintenance and repair activities
- Safeguard employees against areas of buildings which are severely damaged or disintegrating, until permanent repairs can be made



Demarcated walkway

Pests Infestations

- Implement pest management and monitoring systems
- Use the services of a reputable pest control company
- Competency training for employees responsible for conducting pest control if internally performed

Use of Tobacco Products

- Forbid smoking of cigarettes or the use of any other tobacco products in or near buildings
- Display "No Smoking" signage at buildings
- Provide designated smoking areas and clearly display "Designated Smoking Area" signage (must be located at least 10 meters from any building)



Smoking is prohibited signage

Poor lighting

- Ensure adequate lighting is available
- Ensure buildings and workplaces are illuminated in line with the Environmental Regulations for Workplaces (R2281, 1987)

Unrestricted access

- Restrict access for unauthorised personnel (display “Authorised Personnel Only” or “No Entry” Signage)
- Inform workers during induction training sessions regarding restricted areas and buildings



Employees at work

5.3 PACKHOUSE / PROCESSING FACILITIES

5.3.1 Hazard Description

Packhouses and processing facilities are normally dynamic working environments and accommodate many workers in one facility. Various tasks and activities are routinely performed in packhouses and processing facilities. Although packhouses and processing facilities are controlled environments, the amount of potential hazards present varies from minor hazards to more extreme hazards that have the potential to severely harm workers.

5.3.2 Management System Requirements

- Hazard Identification and Risk Assessments
- Safe Work Procedures
- Noise Assessments
- Lux/Illuminance Assessments
- Occupational Medical Fitness Certificates
- Inspection checklists and records
- Stacking Permits



Packhouse operations

5.3.3 Potential Hazard

5.3.4 Control Measures

Electrical Shock

- COC for electrical installations from an approved service provider
- Maintenance on electrical installations to be conducted by competent technician
- Regular Inspection of installations for exposed electrical wires or any other defects and unsafe conditions
- Inventory of all installations and service history
- Purpose fit installations
- Secured Electrical Distribution Boards

Tripping/Slips/Falls

- Implement ongoing housekeeping procedures and practices
- Ensure that no items are left on the floor after use
- Demarcate walking aisles, pathways or walkways clearly and where possible no items should be left on the floor
- Ensure stairs are clear from any material and objects
- Robust and level floor construction
- Demarcate hazards or cover floor openings
- Provide railings where needed
- Establish safe walkways
- Ensure wet floors are regularly dried (display temporary warning signage "Caution Wet Floor")

Fire

- Ensure adequate natural ventilation is available
- Implement mechanical ventilation if required
- Implement temperature control measure where required

<i>Poor Personal Hygiene</i>	• Provide adequate toilets and hand washing facilities to employees with access to clean water, soap and hand towels
<i>Poor Lighting</i>	• Ensure adequate lighting is available • Ensure buildings and workplaces are illuminated in line with the Environmental Regulations for Workplaces (R2281, 1987)
<i>Unrestricted Access</i>	• Restrict access for unauthorised personnel (display "Authorised Personnel Only" or "No Entry" Signage) • Inform workers during induction training sessions regarding restricted areas
<i>Exposure to Hazardous Substances</i>	• Store chemicals securely in designated chemical storage facility • Implement stock control measures and take inventory regularly • MSDS readily available • Ensure PPE is available and used in line with MSDS requirements • Ensure only competent workers with Safe Handling of Chemicals Training handle, mix and use chemicals • Train workers on general chemical safety during induction training sessions

Stacking of Articles and Material

- Person with knowledge and experience of stacking articles to be appointed as stacking supervisor
- Ensure base of stacked articles is level and capable of sustaining the weight of the stack
- Ensure articles are the same size, shape and mass
- Use only pallets and containers that are in good condition
- Workers should ensure that articles or material are removed from the upper most level of the stack and not from the bottom
- Safeguard stacks against vehicles, moving machinery and people walking past
- The height of stacks should not exceed three times the base of the stack. (Stacking permits to be obtained from DOL for stacks higher than three times base)



Stacked material

Exposure to Excessive Noise

- Conduct noise assessments at least every two years
- Employees exposed to noise of above 85 dBA noise-rating limit to undergo initial baseline audiograms and periodic audiograms for three years – to be extended for two years after three-year period
- Provide workers who work in areas with a noise rating of 85 dBA or higher with hearing protection
- Display mandatory hearing protection signage at noisy areas

Thermal Exposure

- Provide workers working in cold storage facilities with cold storage jackets
- Ensure exposure limits is in line with the Environmental Regulations for Workplaces (R2281, 1987)

High Pressure Vessels

- Compressors and any other pressurized vessels as defined in the Pressure Equipment Regulations (2009) to be pressure tested at least every three years (only for vessels exceeding 50kPa)
- Conduct regular inspections on all accessories and attachments used with compressors (pressure gauge, couplings, fittings, pipes etc)

Moving Machinery Parts

- Ensure all moving machinery parts are securely covered with safety guards or covers
- Conduct regular inspections to ensure safety guards and covers are in good condition
- Employees should not wear loose clothing or clothing which may be caught in moving machinery parts
- Display “Caution Moving Machinery Parts” or “Caution Rotating Parts” signage at all areas with moving parts

Overhead Hazards

- Display “Caution Overhead Hazard” signage at areas with overhead hazards that may cause head injuries

Lifting Equipment (Forklift)

- Ensure all forklift operators are in possession of valid operators’ certificates
- Demarcate forklift operating zones
- Display forklift warning signs in areas with high forklift activity

Vehicles, Trucks

- Designate areas for vehicles and trucks away from pedestrian activities
- Display “Caution Vehicle” signage at these areas
- Speed limits to be enforced



Information board

5.4 WORKSHOP / SERVICE AREAS

5.4.1 Hazard Description

Workshops are working areas either indoor or outside areas where machinery, equipment and tools are used for maintenance purposes and other production activities. Workshops come in different sizes and the machinery, equipment and tools used in workshops are dependent on the type of work that must be performed in the workshop. When conducting the Health and Safety risk assessment for the workshop, employers must keep in mind the type of work that is performed in the workshop and with what machinery, equipment and tools employees work with.

5.4.2 Management System Requirements

- Hazard Identification and Risk Assessments
- Safe Work Procedures
- Inspection checklists and records
- MSDS
- Maintenance records
- Competency Certificates



Workshop

5.4.3 Potential Hazard

5.4.4 Control Measures

No delegation of responsibilities

- Designate responsibility for the workshop to a person with the required knowledge and experience of workshop activities

Electrical Shock

- Conduct regular inspections of installations for exposed electrical wires or any other defects and unsafe conditions
- Purpose fit installations
- Ensure electrical distribution boards are secured
- Regular inspection of all electrical equipment and power tools to ensure electrical cords, casings and plugs are in good condition

Tripping / Slips / Falls

- Implement ongoing housekeeping procedures and practices
- Ensure that no items are left on the floor after use
- Demarcate walking aisles, pathways or walkways clearly and where possible, no items should be left on the floor
- Ensure stairs are clear from any material and objects
- Robust and level floor construction
- Demarcate hazards or cover floor openings
- Provide railings where needed
- Establish safe walkways
- Ensure wet floors are regularly dried (display temporary warning signage "Caution Wet Floor")

Fire

- Ensure adequate fire fighting equipment is readily available, in good condition and serviced
- Place fire fighting equipment strategically to ensure it remains unobstructed and easily accessible
- Emergency Escape Plans (EAP) communicated to workers
- Store combustible materials securely away from ignition sources

Flammable and Combustible Liquids

- See section 7.11

Poor Lighting

- Ensure adequate lighting is available
- Ensure buildings and workplaces are illuminated in line with the Environmental Regulations for Workplaces (R2281, 1987)

Unrestricted Access

- Restrict access for unauthorised personnel (display “Authorised Personnel Only” or “No Entry” Signage)
- Inform workers during induction training sessions regarding restricted areas



Common area

Exposure to Hazardous Substances

- Store chemicals securely in designated chemical storage facility
- Implement stock control measures and take inventory regularly
- MSDS readily available
- Ensure PPE is available and used in line with MSDS requirements
- Ensure only competent workers with Safe Handling of Chemicals Training handle, mix and use chemicals
- Train workers on general chemical safety during induction training sessions

Stacking of Articles and Material

- Person with knowledge and experience of stacking articles to be appointed as stacking supervisor
- Ensure base of stacked articles are level and capable of sustaining the weight of the stack
- Ensure articles are the same size, shape and mass
- Use only pallets and containers that are in good condition
- Workers should ensure that articles or material are removed from the upper most level of the stack and not from the bottom
- Safeguard stacks against vehicles, moving machinery and people walking past
- The height of stacks should not exceed three times the base of the stack.



Storage of equipment

Exposure to Excessive Noise

- Conduct noise assessment at least every two years
- Employees exposed to noise of above 85 dBA noise-rating limit to undergo initial baseline audiograms and periodic audiograms for three years – to be extended for two years after three-year period
- Provide workers who works in areas with a noise rating of 85 dBA or higher with hearing protection
- Display mandatory hearing protection signage at noisy areas

High Pressure Vessels

- Compressors and any other pressurized vessel as defined in the Pressure Equipment Regulations (2009) to be pressure tested at least every three years (Only for vessels exceeding 50kPa)
- Conduct regular inspections on all accessories and attachments used with compressors (pressure gauge, couplings, fittings, pipes etc)

Moving Machinery Parts

- Ensure all moving machinery parts are securely covered with safety guards or covers
- Conduct regular inspections to ensure safety guards and covers are in good condition
- Employees should not wear loose clothing or clothing which may be caught in moving machinery parts
- Display “Caution Moving Machinery Parts” or “Caution Rotating Parts” signage at all areas with moving parts

Compressed Air

- Workers should refrain from pointing compressed air towards their face or body
- Workers to wear safety glasses when working with compressed air
- Inspect attachments of compressor prior to use to ensure that all pipes, couplings and fittings are properly in place

Lifting of heavy items

- Employees to be internally trained in the proper manner of manual lifting techniques
- Employees to lift objects with their legs and not with their backs
- Mechanical means to be used when loads are too heavy for workers to carry manually
- When carrying items in the workshop, employees must make sure that there are no tripping and falling hazards on the floor



Variety of vehicles used in agricultural production

Use of power Tools

- Conduct regular documented inspections on power tools (electrical cords, plugs, safety guards, casings and overall condition to be in good condition)
- Operators of power tools should ensure that:
 - They do not carry any power tool by its electrical cord
 - Never pull the electrical cord to disconnect it from the plug
 - Electrical cords are kept away from heat, oil, water and sharp edges
 - Power tools are disconnected from their energy source when not in use, prior to cleaning and servicing or changing accessories
 - Bystanders are at safe distances when working with any power tool
 - Power tools are operated with both hands.
- Ensure PPE is readily available (safety glasses, goggles, face shield, leather apron, leather gloves, ear plugs) and properly maintained
- Damaged or substandard power tools should be repaired or discarded if unrepairable (DO NOT leave damaged or unsafe power tools in an unsecure area where they can be used in unsafe conditions)

Use of Hand Tools

- Visually inspect hand tools prior to use to ensure tools are safe and in good condition
- Only use tools for their intended purposes
- Maintain hand tools according to manufacturer's recommendations
- Damaged or substandard hand tools should be repaired or discarded if unrepairable (DO NOT leave damaged hand tools in an unsecure area where they can be used in unsafe conditions)
- Follow the "right tool for the right job" philosophy and ensure workers are internally trained on how to use hand tools correctly

Unsafe Oil Storage

- Ensure oil storage areas are bunded to contain oil in case of any leaks or spillages (for used and non-used oil storage areas)
- Oil to be stored away from any ignition sources
- Area where used oil is kept must clearly be labelled as "used oil storage area"

*Hot work activities
(welding, cutting torch, grinding)*

- Conduct documented inspections on all equipment used for hot work activities including accessories (cutting discs, flashback arrestors, pipes, drill bits, grinding discs etc.)
- Erect welding blankets or shields at workstations to contain sparks and spatter
- Employees to wear welding apron, leather gloves, safety boots and face protection when welding or using cutting torch
- Welding to take place in well ventilated area to ensure that fumes can easily evaporate (where needed, mechanical ventilation should be used)

Moving Machinery Parts

- Ensure all moving machinery parts are securely covered with safety guards or covers
- Conduct regular inspections to ensure safety guards and covers are in good condition
- Employees should not wear loose clothing or clothing which may be caught in moving machinery parts
- Display “Caution Moving Machinery Parts” or “Caution Rotating Parts” signage at all areas with moving parts

Poor Housekeeping

- Implement ongoing housekeeping procedures and practices
- Clean work areas after each task or activity has been completed
- Store materials, tools and articles in an easily accessible and secure way

Working Alone

- No person should work alone in any workshop, assistance must be readily available to ensure that tasks can be performed in a safe manner



Toilet/WC signage

5.5 CHEMICALS AND CHEMICAL STORAGE AREAS

5.5.1 Hazard Description

Chemical hazards and toxic substances pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and explosibility). Exposure to chemicals in the workplace can cause acute or long-term detrimental health effects. There are many types of hazardous chemicals, including neurotoxins, immune agents, dermatologic agents, carcinogens, reproductive toxins, systemic toxins, asthmagens, pneumoconiotic agents, and sensitizers. Exposure to these hazards can cause physical and/or health risks. Depending on the chemical, the hazards involved may be varied. It is also important to note that empty chemical containers could pose an OHS risk to employees and the environment and should be treated within the requirements of SANS 10206.

The most common workplace chemicals found in agriculture include but is not limited to:

- Pesticides, insecticides, herbicides
- Fertilizer
- Acids
- Caustic substances
- Cleaning products
- Paint
- Fuel e.g. petrol or diesel
- Solvents

5.5.2 Management System Requirements

- Hazard Identification and Risk Assessments
- Safe Work Procedures
- Inspection checklists and records
- Material Safety Data Sheets (MSDS)
- Competency Certificates
- Occupational Medical Fitness Certificates
- Emergency Procedures
- Safe Handling of Chemicals Certificates



Hazardous chemicals

5.5.3 Potential Hazard

5.5.4 Control Measures

Unsafe Location of Chemical Storage Facility

- Out of reach of rock falls, falling trees and veld fires
- At least 10 meters away from any house, stable, store, animal feed, fuel and flammable liquids and material (if part of a complex or other building, ensure that the store is totally sealed off from the rest of the complex)
- Away from rivers, dams, boreholes and areas which may become flooded
- In an area which is easily supervised
- Easily accessible for emergency response vehicles

Substandard construction of Chemical Storage Facility

- Walls: constructed from brick or concrete
- Floors: Smooth, screeded concrete
- Roof: Leak free and insulated with non-combustible material
- Doors: Steel door with effective locks (wooden door can be used with metal plate installed at the interior side)
- Windows: 8 mm wired glass with burglar bars for security
- Spillage containment (bundling): 200mm bunding at entrance

Empty Chemical Containers

- Empty containers shall be triple-rinsed and rendered unserviceable (punctured or cut up)
- Containers should then be stored until removal for recycling or disposal at a hazardous waste disposal site. Ensure that the person/company removing containers is registered to dispose of containers legally.
- Combustible containers may not be burned on the farm—this is illegal.

No delegation of responsibilities

- Designate a person with the appropriate training (Safe Handling of Chemicals Training) and experience as the responsible person for the overall management of the Chemical Storage Facility

Incompetent operators

- Ensure that all employees working, mixing and handling chemicals, as well as employees tasked with washing of Personal Protective Equipment (PPE) are trained in the Safe Handling and Use of Chemicals

Medically Unfit Employees

- All employees working, mixing, handling chemicals (including managers, supervisors and storeman) and employees tasked with washing of PPE to undergo annual Occupational Health Medicals conducted by a registered Occupational Health Practitioner



Entrance to chemical storage area

Operator contamination

- Separate area for mixing, weighing and measuring of chemicals from area where chemicals are stored
- Ensure emergency shower facilities are available
- Ensure emergency eye wash facilities are readily available and in good condition
- Make available MSDS of all chemicals to workers, copies readily available in the office and in the chemical storage facility
- Train workers in the use and interpretation of MSDS's
- Ensure PPE as per the MSDS and label instructions of chemicals are worn and used
- Wash all PPE after use (record the washing of PPE on washing checklist)
- Ensure that a fully stocked First Aid kit is available within 10 meters of the chemical storage facility. (If first aid equipment is stored in an area directly with chemicals, the First Aid kit must be in a sealed container, the container must be clearly marked with a First Aid sign.)



Washing facilities for chemical operators

Spillage of chemicals

- Ensure that a spillage kit (broom, spade and bucket of sand) is readily available
- Provide plastic bags and large containers for the removal of contaminated material.
- Use the services of an approved chemical disposal service provider to dispose contaminated soil (obtain disposal certificate)

Uninformed employees, visitors or any other person

- Display “Caution Chemical Store” and “Unauthorised Entry Prohibited” warning signs at the entrance of the chemical storage facility
- Display mandatory PPE signage
- Display emergency contact details (emergency telephone numbers, information regarding nearest phone, nearest poison centre, doctor, hospital, fire brigade and ambulance services)
- Display emergency procedures (spillage procedures, fire procedures, emergency evacuation procedures, first aid procedures and any site-specific emergency procedures)
- Ensure SWPs for working with chemicals are readily available
- Display first aid and fire equipment location signage

Fire, explosion

- Ensure adequate fire extinguishers are available (1 X 9Kg or 2 X 4.5Kg ABC type fire extinguisher for every 100m² storage area)
- Fire extinguishers in good condition and regularly serviced (at least once a year)

Environmental Conditions e.g. Cold/Warm/Poor ventilation

- Ensure adequate natural ventilation is available in buildings
- Implement mechanical ventilation if required

<i>Stacking/storing of chemical containers</i>	• Store chemicals according to type, purpose and colour codes • Store powder chemicals above liquid chemicals • Store red banded chemicals in secure and lockable facility away from all other chemicals • Store flammable chemicals in secure and lockable facility away from all other chemicals
<i>Use of Tobacco Products</i>	• Employees should not smoke or use any tobacco products while working with chemicals • Employees should wash their hands before smoking
<i>Poor lighting</i>	• Enough lighting to be available inside the chemical storage facility • Buildings and workplaces to be illuminated in line with the Environmental Regulations for Workplaces (R2281, 1987)
<i>Unrestricted access</i>	• Access restricted to prevent unauthorized entry into chemical storage facility • Display "Unauthorised Entry Prohibited" signage at the entrance of the chemical storage facility
<i>Tripping/Slips/Falls</i>	• Ongoing housekeeping procedures and practices • Ensure chemical storage facility is neat and in order to prevent any person from tripping, slipping and falling due to chemical containers and related items
<i>Poor Housekeeping</i>	• Regular general housekeeping to be conducted • Cleaning conducted after each task or activity has been completed

5.6 PUMPHOUSES / PUMP STATIONS

5.6.1 Hazard Description

Pumphouses or pump stations are normally small buildings or fenced off areas housing water pumps and water filtration systems. Although pumphouses or pump stations are normally only entered during water irrigation activities, it remains a hazardous area which should be properly managed in order to ensure the safety and health of workers.

5.6.2 Management System Requirements

- Hazard Identification and Risk Assessments
- Inspection checklists and records
- COCs for electrical installations
- Maintenance records

5.6.3 Potential Hazard

5.6.4 Control Measures

Electrical shock

- COC for electrical installations from an approved service provider
- Maintenance on electrical installations conducted by competent technician
- Regular inspection of installations for exposed electrical wires or any other defects and unsafe conditions
- Inventory of all installations and service history
- Purpose fit installations
- Secured electrical distribution boards
- Ensure no electrical cables or electrical components are near water

Poor water drainage

- Implement proper water drainage systems to ensure the occurrence of stagnant water or slippery floors are prevented

Moving Machinery Parts / rotating parts (Pumps)

- Ensure all moving machinery parts are securely covered with safety guards or covers
- Conduct regular inspections to ensure safety guards and covers are in good condition
- Employees should not wear loose clothing or clothing which may be caught in moving machinery parts
- Display “Caution Moving Machinery Parts” or “Caution Rotating Parts” at the entrance

Tripping/Slips/Falls

- Implement ongoing housekeeping procedures and practices
- Demarcate walking aisles, pathways or walkways clearly and where possible no items should be left on the floor
- Ensure stairs are clear from any material and objects
- Robust and level floor construction
- Demarcate hazards or cover floor openings
- Provide railings where needed

Environmental Conditions e.g. Cold/Warm/Poor ventilation

- Ensure adequate natural ventilation is available in buildings
- Implement mechanical ventilation if required

Structural deficiencies

- Conduct regular inspections to determine structural integrity of pumphouse/pump station facility

Poor lighting

- Enough lighting to be available inside the chemical storage facility
- Buildings and workplaces to be illuminated in line with the Environmental Regulations for Workplaces (R2281, 1987)

Unrestricted access

- Access should be restricted to prevent unauthorized entry into pumphouse facility
- Display “Unauthorised Entry Prohibited” signage at the entrance of the pumphouse

5.7 ORCHARDS/PRODUCTION AREAS, FIELDS

5.7.1 Hazard Description

Orchards, production areas and fields refer to outside workplaces where various production activities are conducted. Most employees in the agricultural industry spend most of their working hours in these areas. The hazards associated with these areas are sometimes more difficult to manage due to the uncontrolled nature of these working areas.

5.7.2 Management System Requirements

- Hazard Identification and Risk Assessments

5.7.3 Potential Hazard

*Electrical shock
(Transformers/Distribution Boxes)*



Electrical transformer

5.7.4 Control Measures

- COC for electrical installations from an approved service provider
- Maintenance on electrical installations conducted by competent technicians
- Regular inspection of installations for exposed electrical wires or any other defects and unsafe conditions
- Inventory of all installations and service history
- Purpose fit installations
- Secured and locked electrical distribution boards
- Workers to refrain from touching or tampering with electrical installations, electrical wires and distribution boxes
- Electrical hazard signage to be displayed on all electrical installation and/or distribution boxes
- Inform Eskom about unsafe installations if applicable

Environmental conditions e.g. heat

- During periods of severe high temperatures, workers should take frequent breaks and drink plenty of water
- Train workers on the cause, signs and symptoms of heat stroke or heat stress

Poor work practices

- Train workers on best work practices of how to perform tasks in a safe and effective manner
- Conduct regular task observations and provide on the job training on an ongoing basis
- Allocate tasks to workers taking into consideration physical requirements of the task
- Develop SWPs for dangerous work tasks and activities

Poor rest and recovery

- Train workers on the importance of proper rest and recovery practices during non-working hours
- Allow workers to take regular breaks when performing strenuous work

Lifting of heavy material and articles

- Train workers internally on correct manual lifting techniques
- Employees to lift objects with their legs and not with their backs
- Consider using mechanical means (e.g. forklift) when loads are too heavy for workers to carry safely
- When carrying material and articles, workers must make sure that there are no tripping and falling hazards on the ground

Working at heights

- Only workers who are physically fit and able to work at heights should be permitted to work at heights
- Train workers on working at heights safety
- Conduct pre-use inspections on ladders to ensure that ladders are in a safe and good condition
- Workers to secure ladders by means of holding the ladder at the bottom or secure the ladder with rope to the side of a building or structure
- All tools being used at heights must be secured with rope to ensure that tools do not fall to the ground
- Workers should avoid overreaching when working on ladders
- Ensure ladders are placed on level surfaces and non-skid safety rubbers should be fitted to the feet of ladders
- Ladders should not be overloaded, and workers must adhere to the maximum stepping height indicated on the ladder
- Workers working on roofs or any other elevated structure should wear safety harnesses



Employees picking fruit

Unrestricted access

- Display “Unauthorised Entry Prohibited” signage at the entrance of restricted areas
- Inform workers of restricted areas during induction training sessions

Moving Vehicles

- Establish safe walkways for workers on site
- Establish and enforce safe speed limits on site
- Drivers to ensure that workers are aware of their presence when entering orchards or production areas
- Display “Caution: Moving Vehicle” signage in areas where vehicles are operated

Uneven Surfaces

- Workers to stay clear from uneven ground surfaces as far as possible
- When working on uneven ground surfaces, workers must walk slowly and ensure stable footing
- Where possible, level uneven ground surfaces
- Caution signage to be displayed at areas with uneven surfaces to warn workers to be careful

Snakes, Insects, Animals

- Train workers in the identification of venomous snakes, insects and dangerous animals
- Encourage workers to inform management of any known allergens that they may have
- Workers to refrain from killing snakes, insects or any animal
- Wear long pants, socks, long-sleeved shirts and boots
- Provide insect repellent to workers when working in areas with severe insect activity
- Workers to stay clear from snakes when any snake is observed

Poor personal hygiene

- Provide enough toilets (within 500m from workplaces) and hand washing facilities with access to clean water, soap and hand towels
- Provide toilets at a ratio of 1 per 15 workers

No Drinking water – Unsafe Drinking water

- Provide unlimited and easily accessible drinkable water in line with SANS 241:2015 determinants to workers



Mobile drinking water containers

5.8 MACHINERY, TOOLS AND EQUIPMENT

5.8.1 Hazard Description

Machinery, tools and equipment are designed to reduce human efforts and increase productivity. There are many types of machinery, tools and equipment, from hand tools and power tools to tractors and numerous kinds of implements used with tractors. Although they can assist with increasing productivity, they can also lead to an increase of risk to the health and safety of employees.

5.8.2 Management System Requirements

- Hazard Identification and Risk Assessments
- Safe Work Procedures
- Maintenance Plan and records
- Training/Competency evidence for authorised employees

5.8.3 Potential Hazard

5.8.4 Control Measures

Electrical shock

- Regular Inspection of installations for exposed electrical wires or any other defects and unsafe conditions
- Regular inspection of all electrical equipment and power tools to ensure electrical cords, casings and plugs are in good condition
- Ensure equipment and machinery is isolated properly prior to maintenance activities

Mechanical hazards (moving parts, rotating parts, shafts, pulleys, sprockets and gears)

- Ensure all moving machinery parts are securely covered with safety guards or covers
- Conduct regular inspections to ensure safety guards and covers are in good condition
- Employees should not wear loose clothing or clothing which may be caught in moving machinery parts
- Display “Caution Moving Machinery Parts” or “Caution Rotating Parts” at the entrance

Non-mechanical hazards (hazards caused by equipment and machinery—dust, explosive or flammable atmospheres, heat, steam, shavings, sawdust)

- Train workers in the correct and safe use of equipment and machinery and specifically inform them about the dangers, hazards and risks associated with working with the equipment and machinery
- Correct PPE in line with manufacturers recommendations should be used and worn when working with equipment and machinery

Poor or incorrect work practices

- Workers to receive training on best work practices of how to perform tasks in a safe and effective manner when using and operating machinery and equipment
- Conduct regular task observations and provide on-the-job training at an ongoing basis
- Develop Safe Work Procedures for the use and operation of machinery and equipment
- Machinery and equipment to be used and operated in line with manufacturers recommendations and instructions



Hazardous area

Exposure to excessive noise

- Conduct noise assessment at least every two years
- Employees exposed to noise of above 85 dBA noise-rating limit to undergo initial baseline audiograms and periodic audiograms for three years—to be extended for two years after three-year period
- Provide workers who works in areas with a noise rating of 85 dBA or higher with hearing protection
- Display mandatory hearing protection signage at noisy areas

Crush points

- Workers must wear steel toe capped safety boots when working with machinery, tools and equipment
- Workers must ensure that they keep their bodies away from any possible crush points

Nip and pinch points

- Workers to wear material safety gloves to prevent injury to hands due to nip and pinch points



Sorting of fruit

5.9

VEHICLES, MOBILE EQUIPMENT AND FORKLIFTS

5.9.1 Hazard Description

Various types of vehicles, mobile equipment and forklifts are used daily during production activities. Vehicles are used for the transportation of employees and material, trucks used for the transportation of produce, and forklifts used for the lifting, moving and loading of heavy loads. Hazardous situations created by poor driving and operation practices and a lack of maintenance of vehicles, mobile equipment and forklifts should be managed properly, as the risk to the safety of employees is high if proper control measures are not implemented. Further information on transport of workers is available in the <https://www.siza.co.za/documents/SIZA-Transport-Guide.pdf>

5.9.2 Management System Requirements

- Hazard Identification and Risk Assessments
- Operation Manuals
- Maintenance Plan and records
- Inspection checklists
- Training/Competency evidence for authorised employees
- Safe Work Procedures



Employee on quadbike

5.9.3 Potential Hazard

Incompetent Drivers/operators

Substandard/unsafe condition

5.9.4 Control Measures

- Ensure drivers and operators are competent to drive and operate vehicles, mobile equipment and forklifts
- Conduct daily documented inspections of vehicles, mobile equipment and forklifts to ensure that all safety devices are properly working and in good condition
- Repair defective safety devices prior to operation
- Lock vehicles, mobile equipment and forklifts which are unsafe to drive or operate, and keep the keys in a safe location until repairs have been made and the vehicles, mobile equipment or forklift have been approved for service



Storage of crates

Poor operation practices

- Workers to receive training on best operation practices of how to perform tasks in a safe and effective manner when using vehicles, mobile equipment and forklifts
- Conduct regular task observations and provide on-the-job training at an ongoing basis
- Develop Safe Work Procedures for the use and operation of vehicles, mobile equipment and forklifts
- Drive and operate vehicles, mobile equipment and forklifts in line with manufacturers recommendations and instructions

Alcohol and drug intoxication

- ZERO tolerance policy towards alcohol and drugs intoxication
- Implement alcohol and drug testing program in the workplace for drivers and operators of vehicles, mobile equipment and forklifts



Transportation of crates

Unsafe transportation of employees

- Vehicles being used to transport workers must comply with legal requirements. The portion of the vehicle which is carrying the people must be enclosed (with material strong enough to prevent a person from falling from the vehicle) to a height of at least 350 millimetres above the surface upon which the passengers are seated; or at least 900 millimetres above the surface on which the people are standing.
- Ensure safe speed is maintained when transporting employees
- Driver to ensure that people are properly on the vehicle before driving
- Ensure that no equipment, material or tools are transported along with workers

Speeding

- Establish speed limits and display speed limit signage on site
- Strictly enforce speed limits
- Drivers and operators to be extra cautious at blind spots and corners
- Where needed, speed bumps can be constructed on roads where speeding is a major issue

Pedestrians

- Establish safe walkways for pedestrians in the workplace including safe crossings
- Areas where vehicles, mobile equipment and forklifts are operated should be properly indicated with warning signage

5.10 WORKER ACCOMMODATION

5.10.1 Hazard Description

The provision of accommodation for permanent and seasonal employees is a common occurrence on farms. Accommodation is not just provided to the employees, but also to spouses, partners and children. It remains the responsibility of the employer to ensure that worker accommodation is in a safe condition. Further information on worker accommodation can be found in the <https://www.siza.co.za/documents/SIZA%20Housing%20Handbook.pdf>

5.10.2 Management System Requirements

- Hazard Identification and Risk Assessments
- Maintenance Plan and records
- Inspection checklists
- Emergency Action Plans
- Electrical COCs

5.10.3 Potential Hazard

Electrical shock

5.10.4 Control Measures

- COC for electrical installations from an approved service provider
- Maintenance on electrical installations conducted by competent technician
- Regular inspection of installations for exposed electrical wires or any other defects and unsafe conditions
- Inventory of all installations and service history
- Purpose fit installations
- Secured electrical distribution boards

<i>Fire</i>	• Ensure adequate firefighting equipment is readily available, in good condition and serviced • Emergency Action Plans (EAP) communicated to housing occupants • Only make fire for cooking purposes at designated fireplace
<i>Structural deficiencies</i>	• Conduct regular inspections to determine structural integrity of buildings • Develop and implement maintenance plan with regular monitoring activities to determine progress of maintenance and repair activities • Safeguard occupants against areas of buildings which are severely damaged or disintegrating until permanent repairs can be made
<i>Substandard Drainage & Sewage</i>	• Sufficient draining and sewage system in place which can handle the amount of greywater and sewage generated by the amount of accommodation units
<i>Pests Infestations</i>	• Pest management and monitoring systems to be implemented • Regular waste removal and proper waste management practices
<i>Poor waste management</i>	• Develop and implement waste management plan • Provide enough dustbins • Regular waste removal to take place • Waste should not be left for long before removal to avoid pest infestations • Obtain permits if waste is to be burned (if more than 10kg waste on any day is burned/when a landfill exceeds 50m² in size it needs to be registered with relevant authorities)

<i>Poor lighting</i>	• Ensure adequate lighting is provided in and outside of accommodation
<i>Unrestricted access</i>	• Control access to prevent access of unauthorised individuals to workers accommodation
<i>Location</i>	• Inform occupants of any chemical applications in orchards close to workers accommodation • Establish safety buffer zones around new developments close to workers accommodation • Establish communication systems to inform occupants of any hazardous work being conducted close to worker accommodation • Establish communication methods with workers living in isolated worker accommodation, especially related to emergency preparedness
<i>No drinking water/unsafe drinking water</i>	• Unlimited and easily accessible drinkable water in line with SANS 241:2015 determinants to be provided to workers • Drinking water to be tested annually through a SANS-approved laboratory
<i>Unsafe toilet facilities</i>	• Implement reporting procedures • Implement preventative maintenance plans and monitoring activities • All unsafe toilet facilities to be repaired on secured to ensure no access whilst providing short term alternatives
<i>No emergency preparedness</i>	• Develop Emergency Action Plans • Establish designated assembly points • Ensure safe and easily accessible access routes for Emergency Response Vehicles

5.11 FLAMMABLE LIQUIDS

5.11.1 Hazard Description

Flammable liquids such as petroleum products, chemicals and paints are common hazards found in an agricultural business. The primary hazard associated with flammable liquids is its ability to easily ignite, burn and cause explosions. Flammable liquids are defined as a liquid with a flashpoint of below 37.8°C. The proper storage and handling of flammable liquids is important to ensure the health and safety of employees.

5.11.2 Management System Requirements

- Hazard Identification and Risk Assessments
- Inspection checklist
- Safe Work Procedures
- Inventory records

5.11.3 Potential Hazard

5.11.4 Control Measures

<i>Incompetent users of flammable liquids</i>	• Conduct internal training on the safe use and storage of flammable liquids
<i>Unsafe location of flammable liquid storage facility</i>	• Flammable liquid storage facility located away from any combustible material, fuel and oil storage areas
<i>Flammable liquid storage facility not constructed according to legal requirements</i>	• Constructed out of fire-resistant material • Well ventilated to ensure no build-up of vapours (mechanical or natural ventilation) • Fitted with drip trays • Fitted with safe and effective lighting
<i>Unauthorised access</i>	• Restrict access to flammable liquid storage facility to prevent any unauthorized entry or access

Incorrect storage of flammable liquids

- Label flammable liquids properly and correctly—stored in an orderly manner and separated into types
- If flammable liquids are decanted into smaller containers, ensure that the smaller containers are chemical storage containers
- Ensure all drums, cans, canisters and containers are kept closed when not in use

Fire

- Adequate firefighting equipment available (carbon dioxide (CO₂) fire extinguishers)
- Serviced firefighting equipment
- Firefighting equipment unobstructed and must be readily available
- No hot work activities must be conducted near or at the flammable liquid storage facility



Hazardous area

Insufficient information of flammable liquids

- MSDS for all flammable liquids must be available in the flammable liquids storage facility, point of use and, if transported, at the point of transport

Uninformed persons

- Signage to be displayed at the flammable liquid storage facility to inform persons
- The following signage should be displayed:
 - Flammable liquid store
 - Maximum capacity of the store
 - No unauthorized entry or access
 - No open flames
 - No smoking
- Mandatory PPE (as per MSDS of flammable liquids) to be available and signage displayed

No first aid equipment

- Ensure first aid equipment is readily available near the flammable liquid storage facility



Sorting of apples

5.12 WELFARE FACILITIES

5.12.1 Hazard Description

Various supporting facilities such as crèches, clinics and schools are occasionally available for the use by employees, families and children of employees. The fact that these benefits are available to people who are not employed by the employer does not mean that the employer does not have a responsibility towards the health and safety of these individuals. Proper management of these areas as possible hazardous areas should be considered, especially given the fact that children are vulnerable individuals.

5.12.2 Management System Requirements

- Hazard Identification and Risk Assessments
- Maintenance Plan and records
- Inspection checklists
- Emergency Action Plans
- Electrical COCs

5.12.3 Potential Hazard

Electrical Shock

5.12.4 Control Measures

- COC for electrical installations from an approved service provider
- Maintenance on electrical installations conducted by competent technicians
- Regular inspection of installations for exposed electrical wires or any other defects and unsafe conditions
- Inventory of all installations and service history
- Purpose fit installations
- Secured electrical distribution boards

<i>Tripping/Slips/Falls</i>	• Ensure that no items are left on the floor after use • Robust and level floor construction • Demarcate hazards or cover floor openings • Provide railings where needed
<i>Fire</i>	• Ensure adequate firefighting equipment is readily available, in good condition and serviced • Emergency Action Plans (EAP) are communicated to staff, children, and the public
<i>Environmental conditions e.g. cold/warm</i>	• Ensure adequate natural ventilation is available in buildings • Implement mechanical ventilation if required
<i>Poor personal hygiene</i>	• Provide adequate toilets and hand washing facilities to employees with access to clean water, soap and hand towels
<i>Pests infestations</i>	• Implement pest management and monitoring systems
<i>Use of tobacco</i>	• Forbid smoking of cigarettes or the use of any other tobacco products in or near buildings • Display “No Smoking” signage at buildings • Provide designated smoking areas and clearly display “Designated Smoking Area” signage (must be located at least 10 meters from any building)

Poor waste management

- Waste management plan developed and implemented
- Enough dustbins provided
- Regular waste removal to take place
- Waste should not be left for long before removal to avoid pest infestations

No drinking water/unsafe drinking water

- Ensure unlimited and easily accessible drinkable water in line with SANS 241:2015 determinants are available



Managing various waste materials

SECTION 3

GENERAL INFORMATION

6.1

SAFE WORK PROCEDURES

SWPs are written documents that describe how work should be carried out in a safe and standardised process. SWPs describe the hazards and risks associated with tasks and activities, and outline the appropriate control measures which should be applied for workers to perform their work in a safe and healthy manner by reducing the risk to injury.

6.1.1 SWPs provide the following information to workers:

Administrative and organizational support plays a key role in the effective management of health and safety in the workplace. It is from the office that direction and guidance is provided, policies and procedures are developed, and resources made available to effectively manage health and safety in the workplace. The lack of administrative and organizational support can lead to a hazardous working environment and may cause risk to the health and safety of employees.

SWPs should include the following:

- How tasks and activities shall be carried out
- What safety and health risks are associated with tasks or activities?
- What control measures must be in place when performing tasks and activities
- How control measures must be implemented to ensure tasks and activities can be carried out in a safe and healthy manner
- Describing the level of training required to perform tasks or activities
- Describing what tools, equipment and machinery are used when performing tasks or activities

- What PPE should be used or worn (if required) when performing tasks or activities
- Refer to other documents required to perform tasks and activities in a safe and healthy manner (MSDS, user manuals, inspection checklists etc.)

6.1.2 When are SWPs needed?

SWPs are administrative controls and should only be developed and implemented if all other types of controls (i.e. elimination controls, substitution controls and engineering controls) have been considered.

An SWP should be developed when identified as a:

- Corrective action in case of an accident or incident
- Corrective action in case of a health and safety inspection report
- Control measure in a health and safety risk assessment
- Training requirement

6.1.3 How to develop SWPs:

There are six basic steps for developing SWPs:

Step 1 - Development Team

The development team will be responsible for gathering information covering all aspects of the task or activity. The development team should consist of individuals who have specific knowledge of health and safety matters, and individuals with technical knowledge of the specific task or activity. The following individuals may be part of the development team:

- Line managers
- Supervisors
- Technical staff
- Health and Safety Representatives
- General employees
- Health and Safety Consultants

Step 2 - Task/Activity Observation/Job Task Observation:

During task observation activities, the development team will physically observe the task or activity being performed from start to finish. The aim of this step is to gain more knowledge and understanding of the process.

The development team should:

- Gather general information about the task or activity
- Focus on how the task is performed
- Document what equipment is being used
- Document what actions are performed by the employee

Step 3 - Document the order of steps:

The development team should write down each step of the task or activity. To ensure that all the steps are documented in an orderly manner, the development team should focus on the following:

- Planning and preparation (e.g. collecting material, preparing the workstation or workplace, collecting tools and equipment, attaching accessories to power tools such as disks, drill bits and blades etc.)
- Performing the task (using welding machine, grinding with grinder, using hand tools, climbing up and down a ladder, working with chemicals, harvesting fruit, packing fruit etc)
- Completion of task (housekeeping, storing of material, cleaning up spillages, cleaning tools and equipment etc)



Dedicated spill kit

Step 4 - Record potential hazards:

The most important step in the development of SWPs is to ensure that all potential hazards that may impact the health and safety of workers or any other person are identified. The development team must identify and document the potential hazards next to each step of the task or activity.

Example 1: Worker uses grinder to cut metal pipe (step # in activity) — sparks and fire (potential hazard)

Example 2: Worker climbs on ladder (step # in activity) — falling from ladder and uneven floor (potential hazard)

Step 5 - Review legislative requirements:

The law provides clear guidelines and requirements when performing various tasks and activities in the workplace. It is important that the development team takes all legal requirements into consideration to ensure that legal requirements are included in the SWP. Legislative requirements stipulated in the OHS Act, regulations, guidelines, code of practices and any other relevant local standards should be reviewed. Where the development team is unsure of any legal requirements, they should contact the Department of Labour for assistance.

Step 6 - Precaution and Control measures:

Once the development team understands how a task or activity is performed, and they have identified the potential hazards and determined all the legal requirements (if any), they can determine what precautions and control measures must be in place for each step of the task or activity. The development team must list all the precautions and control measures that need to be in place to eliminate and control the risk to the health and safety of workers or any other person that may be harmed.

6.1.4 Approval of SWPs:

Once the SWP development process has been finalised and the SWP has been documented, the development team must ensure that it is approved by senior management. The revision number, revision date and the name of the senior manager who approved the SWP must be stipulated.

6.1.5 Implementation of SWPs:

All workers who are involved in the task or activity must receive training in the SWP. The SWP must also be readily available for any employee and must be displayed in the workplace, ideally in the area where the task or activity are generally conducted.

6.1.6 Monitor and review of SWPs:

Supervisors or line managers must ensure that workers always perform the tasks or activities in line with the SWP. The SWP must be reviewed whenever:

- There are any changes to the task or activity
- When new potential hazards are identified
- When any person is injured or becomes ill when performing the task or activity
- When there is any change to legislation, regulations, standard or code of practices
- At least annually

6.2 USE OF SAFETY SIGNS

Displaying of safety signage in the workplace is an important aspect of any health and safety management system. The purpose of displaying safety signage in the workplace is to identify and warn workers and other people, who may be exposed to hazards in the workplace. It further assists in the communication of important information and instructions to workers in case of emergency situations.

6.2.1 Types of Safety Signage

Prohibition Signs:

- Purpose: Prohibition signs are used to prohibit certain behaviours which may cause a risk to the health and safety of workers or other people.
- Features: Black safety symbol in a red circle with a diagonal cross through. Displaying instructions such as “No Entry”, “No Smoking” and “Authorised Persons Only”.



Mandatory Signs:

- Purpose: Mandatory signs are used to prescribe behaviour. It indicates what actions should be taken by workers or other people.
- Features: White safety symbol on a blue background.



Warning Signs:

- Purpose: Warning signs are used to warn workers or other people of potential hazards, obstacles or conditions requiring special attention.
- Features: Black safety symbol on a yellow background.



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Informative Signs:

- Purpose: Informative signs are used to provide workers and other people with important information during emergency situations e.g. the location of first aid equipment, evacuation routes and emergency exits. It also provides general information such as location of toilets, smoking areas etc.
- Features: White safety symbol on green background.



Fire Signs:

- Purpose: Fire signs are an informative sign that are used to provide workers and other people with information regarding fire exits, evacuation routes and the location of firefighting equipment.
- Features: Red safety symbol on white background.



Wash hands signage

SECTION 3 GENERAL INFORMATION

6.2.2 Safety Signage Matrix

The following table provides a general guideline on what safety signage should be displayed in different areas in the workplace.

Signage Type	Signage Name	Office	Buildings	Storage Areas	Packhouse	Processing Facilities	Workshop	Service Areas	Chemical Store	Flammable Liquid Store	Orchards	Production Facilities	Pumphouse / Pumpstation	Dams	Reservoirs	Roads	Worker Accommodation (Houses)	Worker Accommodation (Communal)	Toilet Facilities	Feeding Tanks	Fuel Pumps / Fuel Tanks
Prohibition Signs	No Entry		x	x	x	x				x			x								
	Authorized Personnel Only		x	x	x	x	x	x	x	x			x								
	No Smoking	x	x		x	x	x		x	x								x			x
	Throughfare for Pedestrians Prohibited			x							x	x					x	x			
	Drinking of this water Prohibited								x		x	x	x					x			
	No entry for heavy vehicles		x		x	x										x					
	Fire and open flames Prohibited		x	x	x	x			x	x	x	x									x
Mandatory Signs	No Swimming													x	x						
	Eye Protection				x	x	x	x	x	x		x									
	Head Protection				x	x	x					x									
	Hand Protection				x	x	x	x	x	x											
	Foot Protection				x	x	x	x	x	x	x	x									
	Leather Apron						x			x											
	Respiratory Protection						x		x	x											
	Hearing Protection				x	x	x					x	x								
	Safety Harness						x								x						x
	Face Protection						x	x	x	x											
	Dust Mask						x				x										
	Keep Area Clean	x			x	x	x	x	x		x	x						x	x		
	Use Safety Screen						x														
	Wash Hands				x	x	x	x	x	x	x	x								x	
Warning Signs	Speed Limit	x			x	x		x			x	x					x	x	x		
	General Warning			x	x	x	x	x		x		x	x		x						
	Fire Safety			x	x	x		x	x	x	x	x					x	x			
	Biohazard																				
	Low Temperature				x	x															
	High Temperature									x											
	Poison								x	x											
	High Voltage		x	x	x	x	x						x				x	x			
	Highly Flammable			x	x	x	x		x	x											
	Forklift		x	x	x	x	x	x			x	x									
	Tractor		x	x	x	x	x	x	x			x	x								
	Trucks		x	x	x	x	x	x				x	x								
	Vehicles	x	x	x	x	x	x	x				x	x					x			
	Corrosive						x		x	x											
	Electrical shock	x	x	x	x	x	x	x	x		x	x	x					x	x		
	Asbestos		x																		
	Rotating Parts				x	x	x						x								
	Beware of the dog																	x			
	Slippery Steps		x		x	x	x						x								
	Tripping Hazards		x	x	x	x	x				x										
	Moving Machinery				x	x	x	x				x									
	Speed bumps							x													
	Pedestrians																				
Information Signs	First Aid Equipment	x	x		x	x			x	x								x	x		
	General Direction (White Arrow)	x	x		x	x	x	x	x										x		
	Direction to Escape Route (Right)	x	x		x	x	x	x	x										x		
	Direction to Escape Route (Left)	x	x		x	x	x	x	x										x		
	Emergency Assembly Point	x	x		x	x	x	x	x			x						x	x		
	Drinking Water				x	x			x			x								x	
	Travelling Way		x		x	x											x	x			
	Refuelling Point																				
	Ladies Toilet	x			x	x					x								x	x	
	Gents Toilet	x			x	x					x								x	x	
	Emergency Telephone	x			x	x															
	Electric Isolator Switch		x		x	x	x														
	Stairs Going Down		x		x	x															
	Eye Wash								x	x											
	Safety Shower								x	x											
Fire Signs	Location of Fire Fighting Equipment	x	x		x	x	x	x	x				x					x	x		x
	Fire Extinguisher	x	x		x	x	x	x	x				x					x	x		
	Fire Hose		x		x	x	x	x										x	x		
	Fire Hydrant		x		x	x	x	x										x	x		
	Fire Alarm Switch	x	x		x	x															
	Fire Exit		x		x	x	x	x											x		

6.3

EMERGENCY PREPAREDNESS AND RESPONSE PLANS

Emergency Preparedness and Response Plans or Emergency Action Plans (EAP) are intended to facilitate the actions that must be taken by workers during a workplace emergency. A well-developed EAP will result in less or no severe worker injuries and less damage to property in the event of an emergency. The information contained in an EAP differs from workplace to workplace, as the location, type of activities conducted, number of employees, type of buildings and size of the workplace plays a major role in the development of EAPs.

6.3.1 What to consider when developing EAPs:

- Conditions under which emergency evacuations would take place (fire, floods, severe weather conditions, chemical spillage, etc.)
- Chain of command — who will take charge during an emergency (senior manager, health and safety representatives, emergency coordinator, etc.)
- Evacuation procedures such as evacuation routes, exits, assembly points
- Procedures for assisting visitors and worker during emergency evacuations
- Designation of workers tasked with critical duties in the event of emergency evacuations (e.g. switching off electricity, contacting the authorities, assisting the vulnerable, standing watch for emergency response vehicles, etc.)
- Means of accounting for workers after emergency evacuations
- Special equipment required for workers during emergency evacuations (e.g. respiratory protection, dust masks etc.)
- Any workplace specific considerations

6.3.1.1 Basic information covered in the EAP

The following information is generally included in an EAP:

- Designation of roles and responsibilities
- Training requirements
- Reporting procedures of emergencies (how to report, when to report, to who must it be reported)
- Emergency contact details (contact details for police, ambulance services, hospital, fire department, electrical services, neighbours, senior management, supervisors, first aiders, emergency coordinators etc.)

- Evacuation policy and procedures (fire procedures, chemical spillage procedures, first aid procedures, inclement weather procedures etc.)
- Emergency escape procedures (floor plans indicating emergency exits, location of firefighting equipment, electrical isolation switches, exclusion zones, emergency assembly points, direction of escape routes, location of fire alarms, emergency telephone etc.)

6.3.2 When to evacuate:

The EAP must clearly outline the conditions under which the workplace must be evacuated. The conditions will be determined on the type of hazards present in the workplace. The health and safety risk assessment will clearly identify the need for evacuation procedures. The following conditions may lead to emergency evacuations:

- Fire
- Explosions
- Chemical spillages
- Floods
- Inclement weather conditions
- Civil disturbances
- Workplace violence

6.3.3 Chain of command:

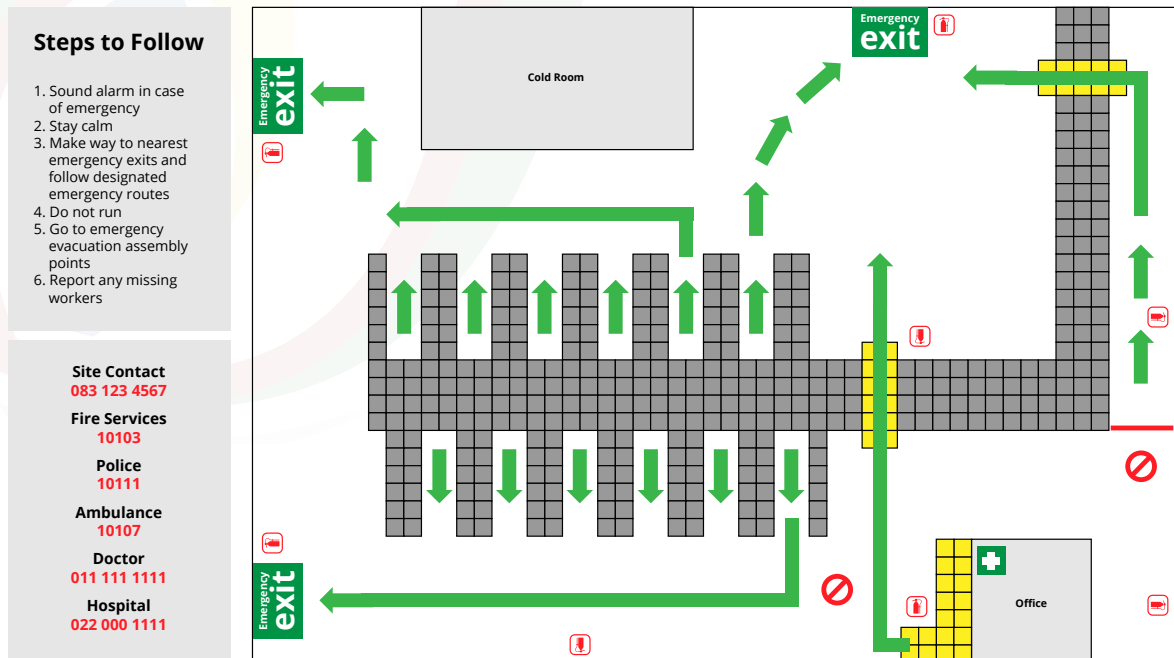
The EAP must clearly identify and designate responsible individuals (Emergency Coordinators) who will be responsible for ensuring that the EAP is followed during an emergency evacuation. Emergency coordinators should have a proper understanding of health and safety matters and must be able to lead and coordinate the workplace emergency plan and evacuation.

Duties of the Emergency Coordinators:

- Assessing the situation to determine whether an emergency exists
- Activating the emergency procedures
- Overseeing emergency procedures
- Notifying and coordinating with external emergency services (fire department, ambulance, police, etc.)

SECTION 3 GENERAL INFORMATION

6.3.4 Example of Emergency Escape Procedure:



6.4 PPE MATRIX

Personal protective equipment, or PPE, is any type of equipment or clothing worn by a person to protect them from a specific hazard and minimize exposure to the hazard. The following PPE Matrix provides guidelines on what type of PPE must be used in the workplace when performing tasks and activities. It is important to ensure that PPE recommended by suppliers and/or manufacturers of equipment, material and chemicals are used.

PPE required is identified during the Health and Safety Risk Assessment process and should be used as an additional control measure.

Activity / Area	PPE Type Required										
											
Workshop Activities (Grinding, Cutting, Welding, Drilling)	x	x	x	x	x	x	x			x	
Handling of Chemical Substances (Mixing and Spraying of Chemicals)		x	x		x	x	x		x		x
Handling flammable liquids		x	x		x	x	x		x		
Manual Handling Activities (Picking up objects, material)					x		x				
Hand tools (Using hammer and tools that can cause flying debris)		x									
Working with material that causes dust								x			
Working in noisy areas above 85 dB				x							

6.5 MEDICAL SURVEILLANCE

Medical surveillance is a planned medical programme with periodic examinations, which may include clinical examinations, biological monitoring and/or medical tests of employees. These are conducted by an Occupational Health Practitioner, or where dictated by law, by an Occupational Medical Practitioner. The specifics of the medical surveillance programme will be recommended by the Occupational Health Practitioner. The purpose of the programme is to determine whether an employee suffers any negative effects of specific workplace hazards that were identified during the Hazard Analysis and Risk Identification process, as well the effectiveness of workplace control measures. Medical surveillance may also be a legal requirement in certain cases.

The five regulations under OHSA which require medical surveillance:

- Noise-Induced Hearing Loss Regulations
- Hazardous Chemical Substances Regulations
- Hazardous Biological Agents Regulations
- Asbestos Regulations
- Lead Regulations

It is important to note that medical surveillance is seen to be supplementary to other identified control measures in the workplace.

6.5.1 Aim of medical surveillance

- To establish a baseline of the employee's health prior to being exposed to hazards
- To establish whether an employee is fit to perform certain tasks and activities
- To determine if current preventative and control measures are working as intended
- To establish if hazards need to be eliminated or mitigated more effectively
- To refer/manage employees with suspected occupational disease for appropriate investigations and treatment

6.5.2 Workers' rights with regards to medical surveillance (ethical considerations)

- The law does not give employees the right to refuse medical surveillance, however it is important that the employer informs the worker of the reasons and procedures for medical surveillance before it is carried out.
- Medical surveillance results may only be given to the health and safety committee with the written consent of the employee(s)

- Employees have the right to be given the results of the medical screening—but it remains to be treated with confidentiality
- Worker has the right to confidentiality of results—however the employer has an obligation to report occupational diseases to the Department of Labour even if the employee does not give consent.
- *Employees that perform nightwork on a regular basis (> 50 times per year) has the right to undergo medical screening to determine if the nightwork negatively affects their health.*

6.5.3 Who may perform Occupational Health Medical Tests?

In order to understand the legal requirements of who may perform occupational medicals it is important to distinguish between the differences between an Occupational Health Practitioner (OHP) and a General Medical Practitioner (GP).

6.5.3.1 Definition

- Occupational Health Practitioner (OHP) is a broad term used to describe a person who is trained in occupational health, focusing on the prevention and treatment of stress, injuries or illnesses derived from the work environment. OHP can be divided in to two categories, Occupational Health Nurse Practitioner (OHNP) and Occupational Medical Practitioner (OMP).
- OHNP: means a person who is a registered nurse with the required qualifications for providing occupational health services to employees and employers in the workplace.
- OMP: means a person who is a registered medical practitioner with the required qualifications for providing occupational health services to employees and employers in the workplace.
- General Practitioner (GP) is a person who is trained in a wide range of medicine and medical procedures. They treat all common medical conditions focusing on the health of the whole person combining physical, psychological and social aspects related to the care of a patient. They do not automatically qualify to conduct medical screening for workplace related tests. Unless they have the required registrations with regard to Occupational Health, in which case they will be seen as an OHP.

Occupational Health Medicals must be performed by Occupational Health Practitioners.

6.5.3.2 Functions of OHNPs and OMPs

OHP	
OHNP	OMP
- Responsible for performing the tasks normally associated with a health evaluation that may consist of the following (but not limited to): - Relevant health questionnaires - Height, weight and BMI monitoring - Blood pressure test - Blood glucose test - Urine test - Physical examination - Audiometric Screening Test - Spirometry test - Snellen chart vision screening or Keystone Vision screening - Relevant Biological Monitoring as per risk exposure - Discuss or refer persons to OMP if the test results fall outside the normal range - Providing a Certificate of Fitness after examination (only in the case where the worker is not exposed to asbestos, lead or radiation) according to minimum fitness standards. - Make recommendations to employers regarding conditions attached to Certificate of Fitness (e.g. implementing special care measures etc.)	- Responsible for performing the tasks normally associated with an occupational health evaluation, screening and testing that may consist of the following (but not limited to): - Review results of test - Examine persons who has been referred by the OHNP - Review and sign off on Certificate of Fitness conducted by OHNP or self (may review and sign off Certificate of Fitness in all cases) - Solely review and sign off on Certificate of Fitness in the case where the worker is exposed to asbestos, lead or radiation) - Manage persons who may be suffering from occupational illnesses - Make recommendations to employers regarding conditions attached to Certificate of Fitness (e.g. implementing special care measures etc.) - Provide advice on incapacity due to ill health or disability cases.

6.5.4 Recordkeeping

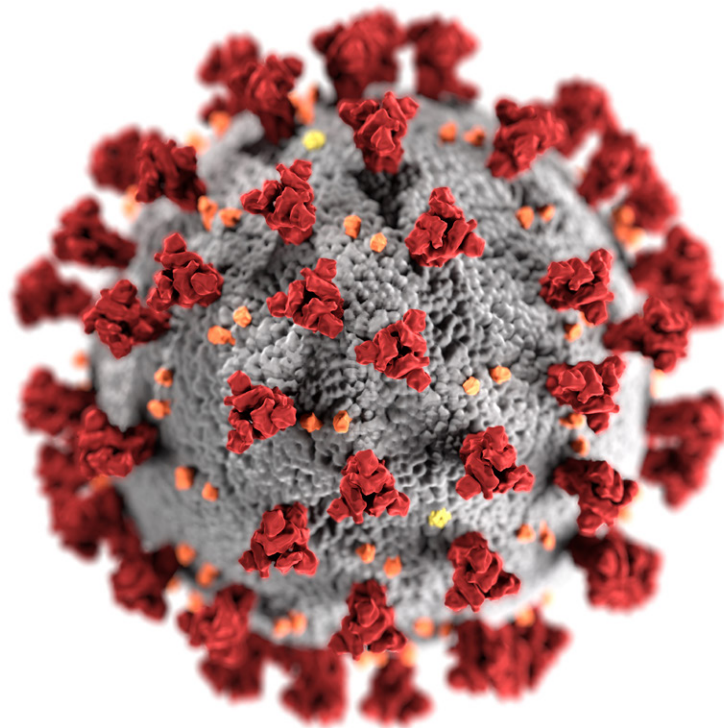
Employers must keep records from all medical surveillance undertaken. Any personal medical records can only be made available to the occupational medical practitioner on request. Medical screening records have to be available for a minimum of 30 years (Hazardous Chemical Substances) and 40 years (Hazardous Biological Agents, Lead regulations, Asbestos Regulations).

DECLARATION OF A NATIONAL STATE OF DISASTER, I.E. COVID-19

In accordance with the National Disaster Management Act No. 75 of 2002, the Republic of South Africa announced a Declaration of a National State of Disaster: COVID-19 (coronavirus).

This allowed for several Directives and Regulations to be promulgated whereby all South African citizens need to obey. These laws can be accessed through the Government-controlled database:
<https://www.sacoronavirus.co.za/>.

This guide is based on legislation as it is enforced in normal circumstances and does not necessarily include National COVID-19 Directives, however members are urged to continuously ensure compliance, not only with labour legislation, but also with any such regulation published by Government that affects the business directly.



ADDENDUM

COVID-19

Introduction

During January 2020 the World Health Organization (WHO) declared the outbreak of the Coronavirus (COVID-19) a global Emergency and in March a global pandemic. On Monday 23 March 2020, President Cyril Ramaphosa first announced measures to put the nation under lockdown except for essential services. In the months that followed, numerous announcements have been made by the South African government and regulations implemented in an ongoing attempt to manage the outbreak.

The New Normal

Much of the focus in the industry has been on changing the way of working by introducing social distancing and new work practices to safeguard the health of employees. The principle of social distancing should play a central role in any business operation. All processes and practices should be reviewed to ensure that social distancing can be implemented or improved. There is “no one size fits all” solution to this new challenge. Each employer must ensure that procedures are implemented in a way that will ensure the wellbeing of their employees.

Legal Framework

The Following Acts, Regulations and Directives deals with the measures and controls which must be implemented in the workplace to safeguard employees against exposure to Coronavirus:

Acts

- The Disaster Management Act, 2002 (Act No. 57 of 2002)
- Occupational Health and Safety Act (Act No. 85 of 1993)

Regulations

- Hazardous Biological Agents Regulations

Directives as published by the Minister of Employment and Labour

- COVID-19 Direction on Health and Safety in the Workplace issued by the Minister in terms of Regulation 10(8) of the National Disaster Regulations

Administrative Measures

The directive by the minister of employment and labour in terms of Regulation 10 (8) of the regulations issued by the Minister of Cooperative Governance and Traditional affairs in terms of section 27 (2) of the Disaster Management Act, clearly outlines measures and controls which must be implemented by all employers. The Directive provides clear guidelines on administrative requirements as well as practical measures which must be implemented. It is the responsibility of each employer to ensure that they comply with the requirements in order for them to be able to safeguard their employees against exposure to the Coronavirus while at the workplace.

Aspect

Legal Requirements

Risk Assessment

- The employer is legally required to undertake a risk assessment. The risk assessment must be undertaken to ensure that the legal requirements as prescribed by the directive are adhere to. The employer must ensure that the risk assessment identifies and provides control measures in line with the specific circumstances of their workplace. (For guidelines on conducting a COVID-19 Risk Assessment see https://siza.co.za/wp-content/uploads/2020/05/Covid-19_Risk-Assessment-Template-Adapated-from-Entecom.docx)
- If the employer employs more than 500 employees, that employer must submit a record of the COVID-19 Risk Assessment together with a written policy concerning the protection of the health and safety of its employees from COVID-19 as contemplated in section 7(1) of OHSA to Its health and safety committee established in terms of section 19 of OHSA; and The Department of Employment and Labour.

Information to Employees

- Employers must ensure that the contents of the directive are communicated to all their employees and in particular the manner in which the employer intends to implement the requirements and measures as stipulated in the Directive.
- Employers must ensure that they notify their employees that if they are sick or have symptoms associated with the COVID-19 that they must not come to work and must take paid sick leave in terms of section 22 of the Basic Conditions of Employment Act.
- Employers must provide workers with information that raises awareness in any form or manner, including where reasonably practicable leaflets and notices placed in conspicuous places in the workplace informing workers of the dangers of the virus, the manner of its transmission, the measures to prevent transmission such as personal hygiene, social distancing, use of masks, cough etiquette and where to go for screening or testing if presenting with COVID-19 related symptoms

Designated Manager

- Employers are required to appoint a designated manager at the workplace who will be responsible for addressing employee or workplace representative concerns.
- The designated manager will also be responsible to keep employees or their workplace representative informed regarding any aspect related to COVID-19.
- Where there is an elected health and safety committee, the designated manager must consult with the committee on the nature of the hazards in the workplace and the measures which should be implemented.

Enforcement of measures

- Employers are required to ensure that legally required measures and the measures stipulated in the COVID-19 Risk Assessment are strictly complied with in the workplace through supervision and monitoring activities.

Information to Governmental Departments

- It is the duty of all employers to ensure that when an employee has been diagnosed with COVID-19 that the Department of Health and the Department of Employment and Labour are notified.

Investigation of positive cases

- It is the duty of all employers to ensure that when an employee has been diagnosed with COVID-19 that the cause including any control failures are investigated and that the COVID-19 Risk Assessment is reviewed to ensure that the necessary controls and PPE requirements are in place.
- The employer will also be required to give administrative support to any contact-tracing measures implemented by the Department of Health.

Site Management

The following guidelines provides practical measures that employers can implement in the workplace to ensure legal compliance and to safeguard their employees against COVID-19.

Aspect

Legal Requirements

Access Control (Visitors and Employees)

- Provide the following Personal Protective Equipment and measures:
 - Infrared Thermometer
 - Hand Sanitizer (60 % Alcohol Based)
 - Protective Equipment (Face Mask, Face Shield or Physical Barrier such as Perspex Screen)
- Appoint designated employee or security officer (ensure that a replacement is readily available)
- Train appointed designated employee or security officer in the access control procedures (Using the thermometer, filling in the register, communication and reporting procedures)
- Implement access register that contains the following information:
 - Date
 - Name
 - Surname
 - Company
 - Telephone Number
 - Time In / Time Out
 - Temperature Reading
- Designated employee/security officer to record all required information on the register. (Visitors should not be allowed to fill in the register)
- A temperature reading of all visitors to be taken by the designated employee/security officer and to be recorded.

- Visitors with the following symptoms should not be allowed access to the facility:
 - Fever (>37.3)
 - Cough
 - Sore throat
 - Redness of eyes
 - Shortness of breath
 - Body Aches
 - Loss of smell or loss of taste
 - Nausea
 - Vomiting
 - Diarrhoea
 - Tiredness or fatigue
- The designated employee / security officer should report any symptoms to management.
- No visitor shall be allowed access to the facility without wearing an appropriate mask or shield.
- All equipment to be sanitised regularly (pens, clipboard, thermometer and any other equipment used at the access control area)



Face mask

Screening of Employees

- Screening to be conducted prior to commencement of work.
- Foreman / Supervisor / Manager to be provided with the following Personal Protective Equipment and measures:
 - Infrared Thermometer
 - Hand Sanitizer (60 % Alcohol Based)
 - Protective Equipment (Face Mask, Face Shield or Physical Barrier such as Perspex Screen)
- Train Foreman / Supervisor / Manager in the screening procedure (Using the thermometer, filling in the register, identifying symptoms, communication and reporting procedures)
- Implement screening register that contains the following information:
 - Date
 - Name & Surname (or employee number)
 - Temperature Reading
 - Reported Symptoms
- Foreman / Supervisor / Manager to record all required information on the register.
- All employees to wear masks.
- Employees with the following symptoms should not be allowed to work.
 - Fever (>37.3)
 - Cough
 - Sore throat
 - Redness of eyes
 - Shortness of breath

- Employees with the following additional symptoms should report it to the Forman / Supervisor / Manager.
 - Body Aches
 - Loss of smell or loss of taste
 - Nausea
 - Vomiting
 - Diarrhoea
 - Tiredness or fatigue



Infrared thermometer

Transportation of Employees to and from work

- Adhere to the capacity limitations as prescribed by Regulations.
- Screening of employees to be conducted prior to being allowed access to the vehicle.
- Facemask / Face shields are compulsory.
- Hand Sanitizer should be available, and employees must sanitise their hands before gaining access to the vehicle.
- Adequate distance to be maintained between passengers.
- Vehicles used for the transportation of employees should have adequate natural or mechanical ventilation.

Hygiene Measures at the workplace

- Adequate handwashing facilities to be freely available and hands should be washed with soap and water for at least 20 seconds.
- An adequate amount of hand sanitiser to be available and be refilled frequently, placed at easily accessible areas.
- Frequent intervals of sanitation of hands should commence in the workplace.
- Use of disposable tissue paper.
- Employees that have symptoms such as fever/coughing/sneezing or common flu symptoms should be reported immediately to management, person to be isolated and a doctor's appointment to be scheduled
- Personal contact between employees should be restricted, which includes shaking hands, hugging, etc.
- Each worker should bring their water bottle or container to work, sharing of water bottles are not allowed.
- Drinking water directly from the tap is not allowed.

- Facemask / Face shields are compulsory.
- Procedure regarding the washing of facemask/ face shield should be established and communicated.
- Promote good respiratory hygiene in the workplace:
 - The employees should be aware to cover their nose or mouths when coughing sneezing with a tissue or flexed/bent elbow
 - Display signage regarding good respiratory hygiene
- Ensure that paper tissues are available at the workplace along with closed bins for hygienically disposing thereof.
- No sharing of PPE/ equipment (Number PPE to ensure each person use their own PPE)



Hand washing

Hygiene Measures at on-farm accommodation

- Occupants to be informed about cleaning and personal hygiene procedures.
- Occupants to be informed about distancing measures (where possible, occupants to remain 1,5 meters apart from each other)
- Enough space to be between beds/ mattresses (1.5 m).
- Toilet facilities to be regularly disinfected in line with hygiene procedures.
- Occupants to ensure that they wash their hands regularly with soap and water.
- No person shall be allowed to receive visitors (visitors shall not be allowed on the farm or at the accommodation area).
- No gatherings shall be allowed.

Access Control (Visitors and Employees)

- Team set-up
 - Employees should be divided into designated groups, not more than 50 people per group per working area/ task.
 - Each team must be assigned to a specific work area/ task and people must avoid moving between locations (areas) to prevent contact between groups and employees.
 - Each group to be assigned a Foreman / Supervisor/manager, who will be responsible for maintaining social distancing and control measures.
- High-risk employers should be identified, and where possible be able to work from home or isolate activities.
 - Employees that are over 60 years of age
 - Suffering from chronic illness such as diabetes and heart conditions,

Cleaning Procedure

- A documented cleaning procedure must be developed and implemented.
- Cleaning Procedures must clearly outline safety precautions, chemical use, frequency, and training requirements.
- The cleaning and disinfection schedule may cover the following areas, utilities, and equipment such as:
 - Storage facilities (Carton area, Final product, Chemical Room and cages, De-Greening rooms; Compressor room,)
 - Food handling areas, equipment, and utensils
 - Cleaning equipment and cleaning utensils
 - Staff facilities (Toilets, changing facilities, Canteen, Hand wash area)
 - Waste area, Maintenance areas
 - Offices (door handles, light switches)
 - Operational Vehicles
 - And all other operational areas.
- Equipment, material, and facilities to be disinfected with a sanitation solution regularly, after each use.
- Cleaning chemicals need to be suitable for the intended use. (It is recommended to ask the supplier for the advice regarding cleaning chemicals based on operational requirements)
- The cleaning schedule should be implemented based on the frequency of use. (Example: Eating facilities to be cleaned after lunch break)
- Designated cleaning equipment must be available.

- Cleaners should be provided with Personal Protective Equipment, which may include the following:
 - Chemical Gloves
 - Face shield
 - Appropriate respiratory equipment
 - Disposable aprons.
- Persons utilizing the ablution /toilet facilities:
 - Sanitiser unit at the ablution entrance and exit for persons to sanitise hands before and after closing the ablution door
 - Distance markers are available to not allow overcrowding
- As far as reasonably practical, any equipment and tools used by employees should be designated to each person, the sharing of equipment and tools should be prevented as far as possible. If equipment and tools are shared, the equipment and tools must be disinfected before changing hands.



Cleaning procedure

Social Distancing Measures for Visitors and Employees

- Distancing in common areas such as toilets, staff facilities, etc:
 - Where possible ensure that employees are more than 1.5 meters apart. Create zones to prevent people from moving through unnecessary spaces or frequently used areas to prevent employees from encountering each other unnecessarily.
 - Workers should not be allowed to rest in confined spaces and must be at least one and a half (1.5m) meters apart from each other.
 - Allocate different resting areas per team to prevent unnecessary encounters with other team employees.
 - Allocate different break/ lunchtimes for each team to prevent encounters with other team employees.
- Distancing during operations
 - Where possible ensure that employees are more than 1.5 meters apart. Create zones to prevent people from moving through unnecessary spaces to prevent employees from encountering each other unnecessarily.
 - Allocated production area per person and two employees must not be allowed to operate in the same area.
 - Where possible ensure that employees are more than one and a half (1.5m) meters apart.
 - Arrange workstations to be spaced at least one and a half (1.5m) meters apart, or erected workstations to form a solid physical barrier between workers while they are working.

- Supply the workers with the necessary PPE - free of charge.
- Employees that have symptoms such as fever/coughing/sneezing or common flu symptoms should be reported immediately to management, person to be isolated and a doctor's appointment to be scheduled



Sanitize before entering

Practicing Physical Distancing under Covid-19

Keeping everyone at the workplace at least 1 – 2 metres physically apart will be challenging in some agricultural workplaces and for some agricultural activities, but it is a key measure to minimise the spread of COVID-19.

Postpone training

Limit all your non-essential training and gatherings.

Only postpone non-essential training, if need be. All employers should continue training employees on essential tasks, H&S and COVID-19 risks. This can be done remotely if possible.



Wash your hands

Practice good hand hygiene by washing your hands with soap and water or using alcohol or hand sanitizer.



Limit physical interactions

Prevent the spread of COVID-19 by limiting physical interactions between workers



Split worker shifts

Reducing the number of workers utilising common areas at a given time (e.g by staggering meal breaks and start times).



Limit worker numbers

Reduce the number of tasks to be completed each day.

Postpone non-essential work if possible.

Stay 1 – 2 metres apart

For essential gatherings, conduct in spaces that enable workers to keep the required physical distance of at least 1 – 2 metres.

If possible, have gatherings in outdoor spaces



Consider health & safety risks

If physical distancing measures introduce new health and safety risks (e.g. because they impact communication), you need to manage those risks too.



Meetings and conference facilities

- Tables, desks, and telephones to be sanitised after use
- Chairs and tables to be spaced 1.5 m apart to allow for social distancing
- Sanitiser units to be available in each office

Change management

- A procedure that deals with regulatory, operational changes must be available.
- Such procedures will outline the following:
 - Role and responsibility
 - Chain of command
 - Training
 - Implementation and other site-specific operational requirements.
- Awareness campaigns (Posters, pictures, guidelines) to be implemented whereby COVID -19 awareness and general precautions can be communicated to employees.
- Employees made aware of symptoms, reporting procedures, hygiene procedures, and general exposure prevention.
- Checklist in place to ensure that any person that have any symptoms are recorded.

*Contingency Plan – in an event of identifications
of a COVID-19 positive employee*

- Isolate the worker
- Referred to the designated staff at the facility for further assessment or testing to be done.
- Provide the worker with an FFFP1 surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk.
- The management should contact the Government on the COVID-19 hotline - 0800029999 - to report a possible positive case so that the government can take steps for testing
- Clean and decontaminate the area that has been identified as per COVID-19 national IPC guidelines.
- Assess of risk of transmission, disinfect the area, and the worker's workstation and refer those workers who may be at risk for screening and take any other appropriate measures to prevent possible transmission.
- Ensure that the employee is tested or referred to an identified testing site.
- If a worker has test positive for COVID-19 an employer must:
 - Place the employee on sick leave.
 - Informed the Department of Health and the Department of Employment and Labour
 - The employer must initiate joint meeting with authorities, health and safety committee to outline actions taken to date and proposed plans and timelines to reduce any transmissions,

- The employees can only return 14 days after the onset of symptoms or 14 days after clinical stability in severe cases.
- Investigate the cause including any control failure and review of the risk assessment to ensure that the necessary controls and PPE are in place.
- Communicate details of the incident in accordance with appropriate communication lines that exist with management, health and safety committee.
- Ensure that the employee is not discriminated against on grounds on having tested positive for COVID-19
- If there is evidence that the worker contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Disease Act.
- If employees who have a high-risk exposure to a confirmed case of COVID-19 in the workplace:
 - High-risk means that the employee was within one meter of the confirmed cases of COVID-19 for more than 15 minutes without personal protective equipment(PPE) and came into correct contact with droplets from the COVID-19 patient's nose or mouth.
- The manager must first assess and confirm the exposure to the virus.
- The employee must self-isolate for at least seven days.

- The employee should also perform daily self-checks for symptoms and keep a record for symptoms for 14 days after the exposure,
- If the employee is asymptomatic for seven days after the exposure, the employer may consider that employee can return to work following a negative result of the COVID-19 test on day eight if testing is possible.
- Should the COVID-19 symptoms develop employer must follow the scenario stated above.
- It is the obligation of each one to report illness and self-quarantine for 14 days if suspected that he/she might be infected with COVID-19.
- Identify a room or area where someone who is feeling unwell or has symptoms, can be safely isolated until sure that the symptoms are not related to COVID-19.
- If a worker has been diagnosed with COVID-19 and isolated, an employer may only allow a worker to return to work on the following conditions:
 - The employer has undergone a medical evaluation to confirm that the testing result is negative, if testing is possible.
 - The employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to.
- The employer should closely monitor the worker for symptoms on return to work

WHAT TO DO IF AN EMPLOYEE ON THE FARM BECOMES INFECTED?



STEP 1: Isolate

Ensure isolated area/space where the employee can be contained without being at further risk



STEP 2: Minimise Risk of Spreading

Make sure no employees are in contact with the patient either at work or at home.



STEP 3: Inform All

Inform all employees immediately without identifying the patient and identify possible interactions and isolate relevant people



STEP 4: Contact Local Health Authorities

It is crucial to make an effort to have all employees in isolation receive the necessary medical attention as soon as possible



STEP 5: Inform all relevant parties

Make sure all unnecessary travel and incoming visitors are prohibited



STEP 6: Contact COVID-19 Hotline

0800 029 999 – do not transport the employee(s) to the doctor, before calling this hotline. Unless it is a medical emergency

*Agriculture is labour intensive and crucial to sustainable food supply. **Protect** your workers against COVID-19, so that you can ensure you stay in business and contribute to **food security**.*

This is merely a guide and employers should at all times use all the resources to their exposure to ensure all employees are kept safe and healthy and that they act according to legislative requirements.

Contact Tracing

- Defining the contact - the crises committee should develop a list of contacts who had been in contact with the COVID-19 positive person.
 - Anyone with the following exposure to a COVID-19 case, from 2 days before to 14 days after the onset of the case of illness. Direct interview with the COVID-19 worker – could be done in person or by telephone.
 - Being within 1 meter of a COVID-19 case for >15 minutes.
 - Direct physical contact with a COVID-19 case.
 - Anyone living in the household.
 - List of visitors, staff members working during the timeframe.
- Informing the contact
 - Each contact should first be contacted by phone or person to inform them of the positive case.
 - Text messages and emails could be considered when direct contact cannot be made.
 - Persons should self-isolate.